TurnKey Commerce User Manual v3.7.0 beta

© 2010

Table of Contents

Foreword 0

Part I Getting Started Overview 8

Part II Categories & Products 12

1 Manage Products Overview 12
- Add a New Product 12
- Edit an Existing Product 19
- Product Attributes Overview 22
  - Add a Product Attribute 22
  - Edit a Product Attribute 23
  - Delete a Product Attribute 25
  - Inventory Control 26
- Recommend Family for a Product 28
- Product Promotions 29
- Quantity Discounts Overview 31
  - Add a New Quantity Range 31
  - Edit a Quantity Range 32
  - Delete a Quantity Range 32
- Secondary Images Overview 33
  - Add Secondary Image(s) 33
  - Edit Secondary Image(s) 34
  - Delete a Secondary Image 34
- Digital Downloads 35

2 Manage Categories Overview 36
- Add a New Category or Subcategory 36
- Edit an Existing Category 40
- Delete an Existing Category 43

3 Manufacturers 43
- Add a Manufacturer 43
- Edit a Manufacturer 45
- Delete Manufacturers 46

4 Bulk category Loader 46

5 Bulk Uploading of Products 49

6 Bulk Images Loader 53
- Bulk Images Using FTP 54
- Bulk Loader FAQ 55

7 Thumbnail Generator 55

8 Global Products Attribute Overview 57
- Create New Global Products Attribute 58
- Assign Global Products Attribute 61
- Edit Existing Global Products Attribute 61
- Delete Existing Global Products Attribute 62

9 Recommended Products Families Overview 62
- Create a New Product Family 63
- Edit a Recommended Product Family 65

© 2010

Delete a Recommended Product Family ... 66
10 Product Reviews ... 66
Product Review Settings ... 66
Reviewing your Product Reviews ... 67
11 Product Groups ... 68
Add Product Group ... 69
Existing Product Groups ... 70
12 Gift Certificates ... 72

Part III Users & Orders 76

1 Search Users ... 76
2 Search Orders ... 77
3 Export to Quick Books ... 79

Part IV Manage Emails 82

1 Newsletter Email Wizard ... 82
2 Product Updates Email Wizard ... 86
3 Email Archive ... 91
4 Default Email Top and Bottom ... 93
5 Notification Emails ... 95
6 Manage Subscribers Email Addresses Overview ... 98
Search Subscribers Email Addresses ... 98
Edit Subscribers Email Addresses ... 99
Delete Subscribers Email Addresses ... 100
7 Import Email Addresses ... 101
8 Export User Email Addresses ... 103
9 Export Subscriber Email Addresses ... 105
10 Check Bounced Email Addresses ... 108

Part V Manage Admins 111

1 Create a New Administrator Account ... 111
2 Browse Administrators ... 113
3 Edit an Existing Administrator Account ... 114
4 Delete an Existing Administrator Account ... 116
5 Update Your Profile ... 116
6 Administrators Activity Log ... 118

Part VI Cart Settings 120

1 Global Cart Settings Overview ... 120
Company Information ... 121
Global Site Settings ... 124
Order/Cart Settings ... 125
Security Settings ... 128
Bestsellers Settings ... 131

© 2010

Proxy Settings **133**
Gift Message **134**
Digital Products **135**
Printable Invoice Settings **137**
Search Engine Settings **139**
Products Locations Settings **142**
Wholesale Settings **142**
Pop3 Email Settings **143**
Country List **145**
Languages & Currencies Settings Overview **147**
Local Settings 147
Currency Overview 148
Add New Currency 148
Edit Currency 150
Delete Currency 151
Language Overview 151
Add a Language 151
Edit Language 153
Delete Language 155
CCS Settings **155**
2 Payment Methods **156**
Enable/Add Gateway **157**
Accept credit cards and paypal 159
Setting Up PayPal Express Checkout 159
Setting Up PayPal Website Payments Pro 162
Setting Up PayPal Website Payments Standard 165
Accept credit cards and / or other processing methods 167
Setting Up 2CO Account (2checkout) 167
Setting up Authorize.Net AIM 3.0 169
Setting up Authorize.Net AIM 3.1 171
Setting up Authorize.Net eCheck.Net 173
Setting up cardinal commerce 174
Setting up Credit Card Storage 174
Setting up DataCash 174
Setting up EC Suite 175
Setting up Echo 176
Setting up Frasttransact.com 177
Setting Up Google Checkout 178
Setting up HSBC 180
Setting up iTransact 181
Setting Up Linkpoint.com 182
Setting up Moneris 183
Setting up NetBilling 184
Setting up NTPNow 185
Setting up Payjunction 186
Setting up Protx 186
Setting up PSI Gate 187
Setting up Quickbooks Merchant Sevices 188
Setting up Secure Host 193
Setting up Secure Trading Pages 194
Setting up Shift4 195
Setting up Transaction Central 196
Setting up USA Epay 197
Setting Up WorldPay.com 198

© 2010

Setting up a Custom Gateway ... 199
Editing Active Payment Gateways ... 200
Disable Payment Methods ... 201
3 Shipping Management ... 202
Add a Realtime Shipping Method ... 205
Edit a Realtime Shipping Method ... 207
Delete a Realtime Shipping Method ... 208
Add a Custom Shipping Method ... 209
Edit a Custom Shipping Method ... 211
Delete a Custom Shipping Method ... 212
Fed-Ex, UPS and USPS Realtime Configuration ... 212
4 Edit Taxes ... 216
Advanced Tax Setup ... 218
5 Edit Discounts and Promo Codes ... 221
Edit Discounts ... 221
Create Promo Codes ... 223
Manage Promo Codes ... 224
Delete Promo Codes ... 226
6 Appearance Settings Overview ... 226
Accessing Design Mode ... 226
Changing Site Images ... 229
Changing Site Colors ... 232
Changing Site Layout ... 232
Adding A Background Image ... 232
Editing Your Product Page ... 232
Editing Your Catalog Page ... 232
Adding In Your Own Box ... 232
Managing Your Boxes ... 232
Updating Your Site Headers ... 232
Editing Your Site Top & Bottom ... 232
Catalog & Product Page Settings ... 232
Edit Site Home Page ... 236
7 Edit Text Pages ... 237
Add a New Text Page ... 237
Edit a Text Page ... 240
Delete a Text Page ... 240
8 Forms Control/ Custom Fields Overview ... 241
Add Custom Field ... 241
Edit Custom Field ... 244
Delete Custom Field ... 245
9 File Manager ... 246
10 Database & Back-up Tools ... 248
Backup/Restore Overview ... 248
Data Export ... 248
Create Backup ... 249
Restore Backup ... 250
Delete Backup ... 251
Clear Database ... 251
Part VII Charts and Reports 254
1 Charts ... 254

© 2010

2 Reports 256

Part VIII Marketing 259

1 product / Order Export 259
Cart API 260
Product Data Feeds 261
Stone Edge Order Manager 262
Webgility Order Manager 263
Shopzilla Data Feed Export 264
2 Product Import 265
Dollar Days 266
Placing Orders Through Dollar Days 268
Doba Management 270
Setting up Doba 270
Managing Doba Product Feed 270
3 Google tools 272
Google Base Data Feed 272
Analytics Tracking 273
Conversion Tracking 274
Adwords Conversion Tracking 276
Google Sitemaps 277
4 Global Sale Prices 278
5 Affiliate Integration 280
6 Mail chimp Integration 281
7 Webgility eCommerce Connector 283
8 Drift Marketing Email Campaign 283
Adding a New Campaign 284
Edit an Existing Campaign 285
9 Testimonials 286
Your Testimonials 286
Write 287
Settings 287

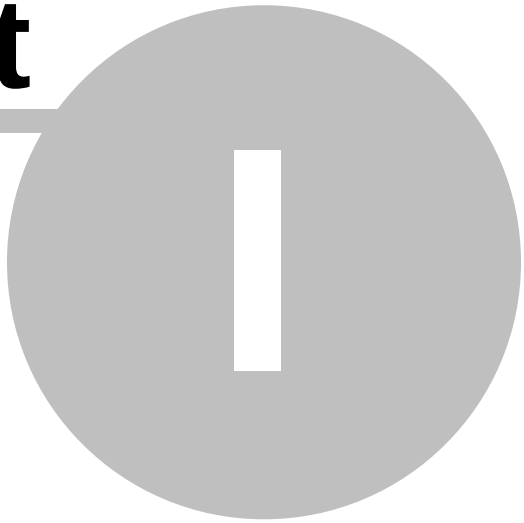
Index 289

© 2010

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



1 Getting Started Overview

TurnKey Commerce is a premier eCommerce solution that enables business of all sizes to create, manage and grow their on-line business. The following guide provides you the facility to set up a basic storefront. These steps will assist you in providing TurnKey Commerce with basic information necessary to conduct transactions. We recommend you to complete these steps first before you begin adding products to store.

1. Enter the **Username** and **Password**, as shown in the Figure 1-1-1 below and click on the **Login** button. This information may have been provided to you via e-mail, or you may have set this up during installation.

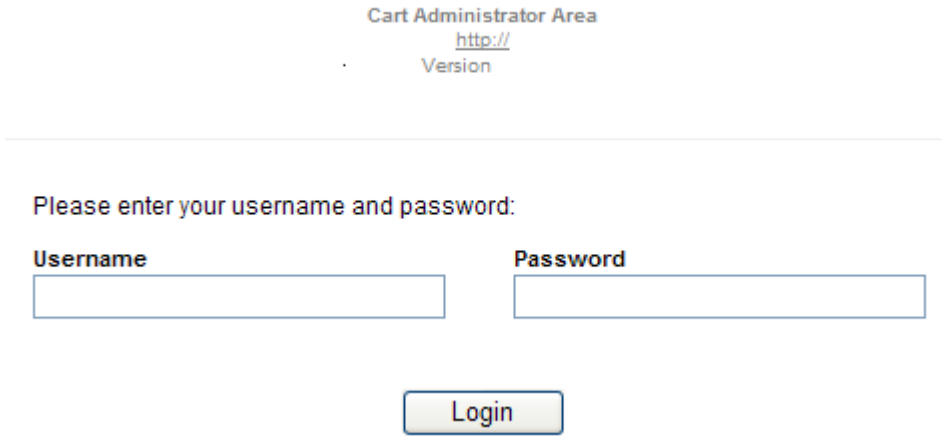


Figure 1-1-1: Login Page

2. **Admin Area Home** page will open, as shown in the Figure 1-1-2 below.

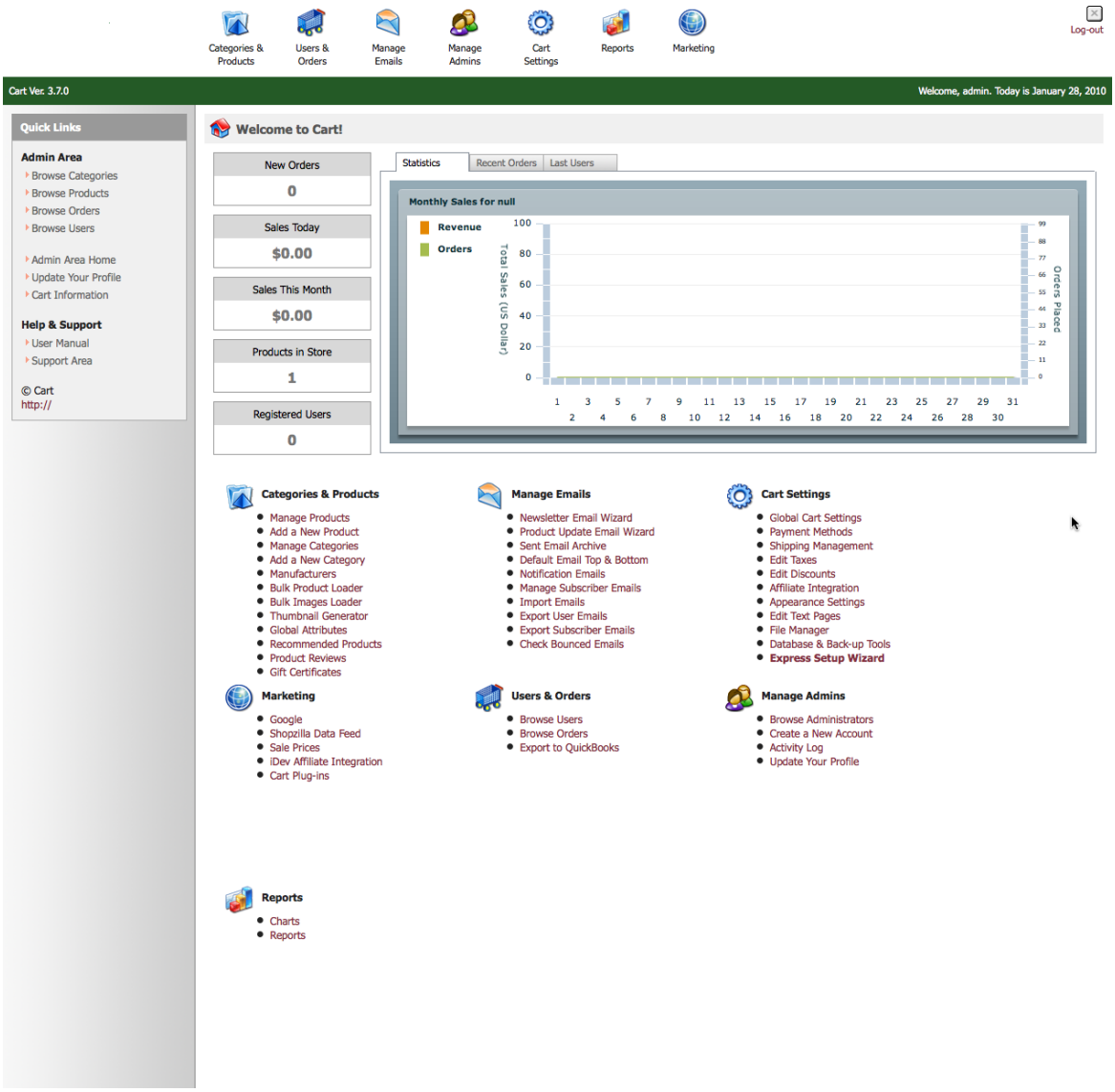


Figure 1-1-2: Admin Area Home page

3. Click **Global Cart Settings** in Cart Settings.

4. In Global Cart Settings 120 page:
   a. Click **Company Information** and enter all relevant information about your company.
   b. Click **Global Site Settings** and enter information about administration e-mails, support e-mails, site name and URL information. Keep in mind this information will be presented to your customers from the cart and via e-mail. The e-mail address you enter is not used for admin notifications, it is only presented to the customer. Admin notifications are set up through the **Manage Admins** area.

5. Click **Payment Methods** in Cart Settings.

© 2010

6. In Payment Methods 157 **(Quick Setup)** page, select the **payment methods** you will be accepting. Be sure to click the **edit** icon to make adjustments and enter in text for the cart.

7. Click **Shipping Management** in Cart Settings.

8. In Shipping Management 202 page, select the **shipping method** you will allow your customers to use. TurnKey Commerce has the ability to get real-time rates from Fed-Ex, UPS and USPS. You can also create your own **custom methods**.

9. Click Edit Taxes in Cart Settings (if applicable).

10. Select the states / countries where you will be charging tax and enter the rate.

11. Click **Appearance Settings** in Cart Settings.

12. In Appearance Settings 226 page:
    a. **Edit Site Header and Footer:** You can enter HTML, which will appear on the top and bottom of your site, or follow the directions to have your logo appear.
    b. **Edit Site Home Page:** Enter the information to appear in the middle section of your home page.

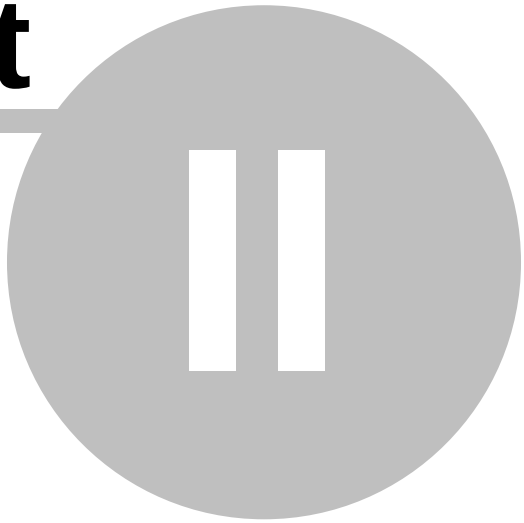
After you complete these steps, you can enter your product into the TurnKey Commerce system. You can do this individually or by using the **Bulk Product Loader** . We suggest reviewing the user manual before you begin.

© 2010

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



2 Categories & Products

Manage Products Overview 12
Manage Categories Overview 36
Manufacturers 43
Bulk category Loader 46
Bulk Uploading of Products 49
Bulk Images Loader 53
Thumbnail Generator 55
Global Products Attribute Overview 57
Recommended Products Families Overview 62
Product Reviews 66
Product Groups 68
Gift Certificates 72

2.1 Manage Products Overview

You can use this section to manage the various functions related to management of products. The following things can be done with regards to a product:

Add a New Product 12
Edit 19
Product Attributes Overview 22
Add a Product Attribute 22
Edit 23
Delete 25
Recommend Family for a Product 28
Product Promotions 29
Quantity Discounts Overview 31
Add a New Quantity Range 31
Edit 32
Delete 32
Secondary Images Overview 33
Add Secondary Image(s) 33
Edit 34
Delete 34

2.1.1 Add a New Product

To **Add a New Product**, follow the steps:

1. Click **Add a New Product**, as shown in the Figure 2-4-1 below.

© 2010

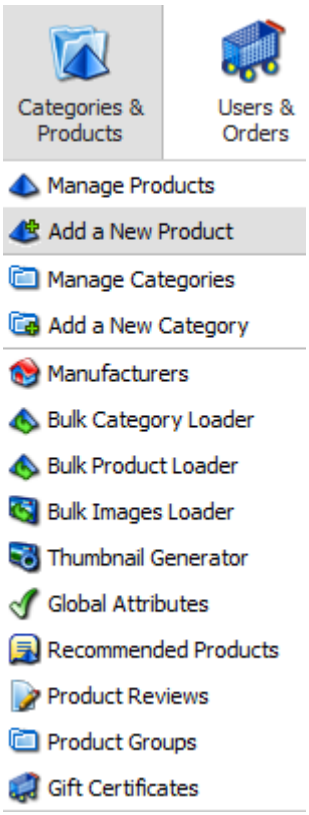


Figure 2-4-1: Add a New Product

The **Product (Insert)** page opens. By default, the **Product (Insert)** page opens under the **Product Info** tab, as shown in the Figure 2-4-2 14 below.

Note: You can also directly open the **Product (Insert)** page under the **Product Info** tab, by clicking on **Add a New Product** link in the Admin Area Home page 9.

2. **Product Categories:** Use this section to organize your products by selecting product categories.
    a. **Main (primary) Category:** Select the primary (main) product category from the drop down menu.
    b. **Secondary Categories:** Select the secondary product category by clicking on it.

Note: You can **select multiple secondary categories** by holding the **Ctrl button** on your keyboard and then clicking on the **categories**.

© 2010

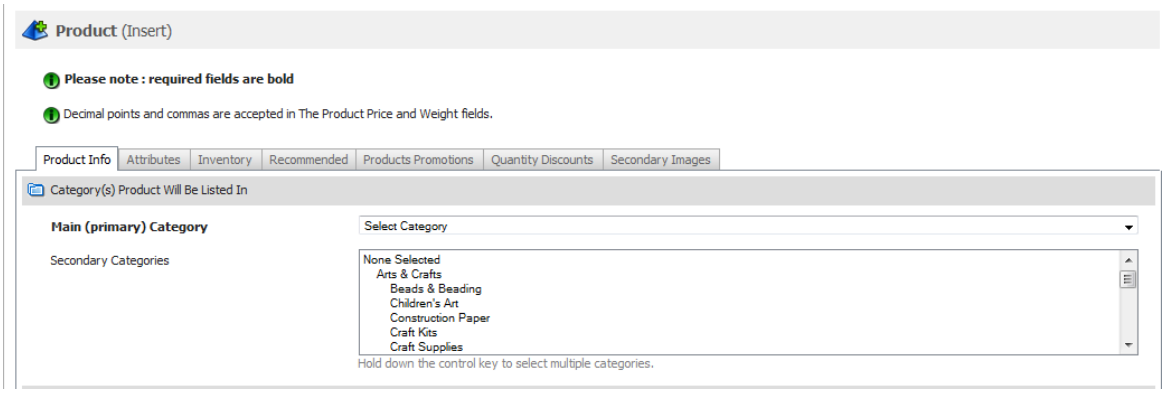


Figure 2-4-2: Product Categories

3. **Product ID / Name:** Enter the following information:
   a. **Product ID:** All products need to have an ID associated with them for easy look-up and identification. It is a unique identifier of the product in the store. This ID can also be used for Bulk Loading images via FTP 54 to TurnKey Commerce.
   b. **Product SKU:** Stock keeping unit of the product.
   c. **UPC Code:** Product UPC code assigned by supplier
   d. **Product Name (title):** Type the name of the product.
   e. **Product manufacturer:** Select the Product Manufacturer Name from the drop-down menu to search products by the product manufacturer. If you don't want to search the product by the manufacturer name, let it remain on **Do not assign manufacturer**. By default, the **Do not assign manufacturer** is selected in the drop-down menu.
   f. **Product Location:** Use this control to auto send shipping notification to product location.
   g. **Priority:** Use priority to have products listed higher within TurnKey Commerce. A higher number shall have a higher product listing. You can use either positive or negative numbers: For example: 50, -20, 4.

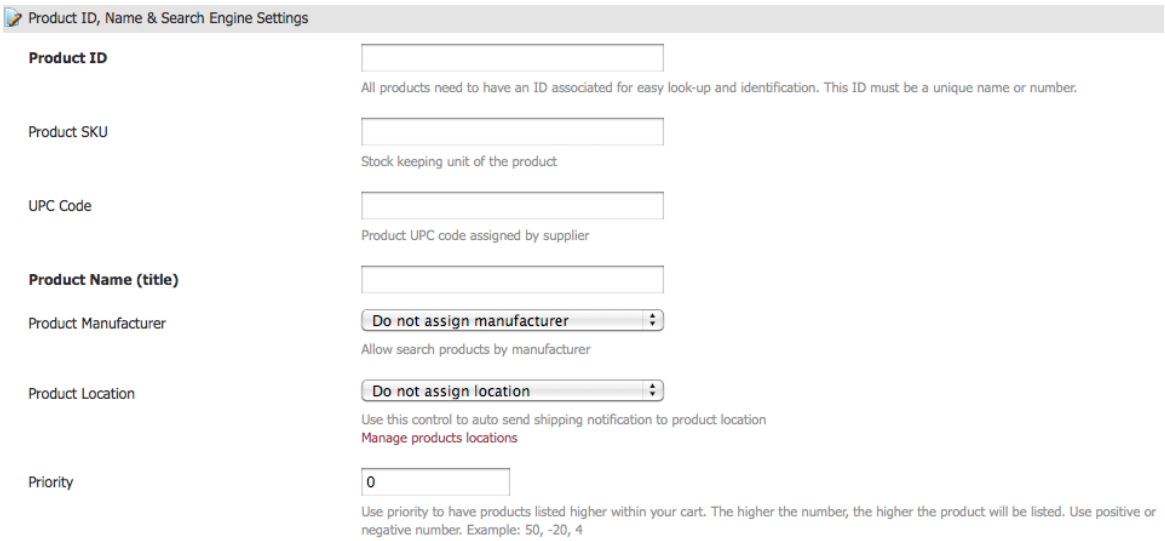

Product ID, Name & Search Engine Settings
Product ID
All products need to have an ID associated for easy look-up and identification. This ID must be a unique name or number.
Product SKU
Stock keeping unit of the product
UPC Code
Product UPC code assigned by supplier
Product Name (title)
Product Manufacturer
Do not assign manufacturer
Allow search products by manufacturer
Product Location
Do not assign location
Use this control to auto send shipping notification to product location
Manage products locations
Priority
0
Use priority to have products listed higher within your cart. The higher the number, the higher the product will be listed. Use positive or negative number. Example: 50, -20, 4

Figure 2-4-3: Product ID / Name

4. **Properties:** Enter the following information:
   a. **Item Price:** Type a numerical value with dot-separated decimal (i.e 1.45, 0.34). Do not enter any currency symbols. We have also incorporated a feature that allows you to show or hide the unit price. Check the **Call For Price** box next to the **Item Price** field, to hide a product's price.
   b. **Cost:** Type a numerical value with dot-separated decimal (i.e 1.45, 0.34). Do not enter any currency symbols. this represents YOUR cost of the product for the new reports for showing profit margins.
   c. **Sale Price:** If this item is on sale, enter the Sale Price.
   d. **Is this product is a Taxable Item:** Check the box for calculating the tax for this product to the total amount of user's order. If you uncheck the box, then, the tax for this product will not be added. By default, the box is checked.
   e. **Select Taxes Class :** Here you will determine what tax class you want this product to be a part of. The default value is 'General'.
   f. **Tax Rate at Product Level :** If you wanted to give this product a custom tax rate
   (i.e. %7.55), you would put it in here. *Note that you do not put the % symbol into this field, just the numerical values.

Note: The sale price will appear in red color, below the retail (original) price indicating this item is on sale or has been discounted.

   g. **Free Shipping:** Check the box if there is no shipping charges for the product. Otherwise, let it remain unchecked if there are shipping charges for the product.
   h. **Unit Weight (lbs):** Enter the weight for the product.
   i. **Shipping Price for Product Level:** By default, the cart assumes all shipping prices are calculated at the product level. If you enter in 0.00 (which is the default) the cart will use the Global Shipping Methods 202 to calculate a shipping price, if an amount is entered, it will use the price entered and NOT use the global method.

IMPORTANT: If you are using a real-time shipping method, all items in your store will need to have a product weight for a shipping price to be presented to your customer.

Note: Unit Weight is not required, if free shipping is selected for the product.

   j. **Inter pack / Case pack:** Enter the number of Inter pack and Case pack if applicable for product. Case pack must indicate total number of product items in the case. This feature will only be present if you have activated it in Wholesale Settings 142.
   k. **Minimum/Maximum Quantity in Order:** Specify the minimum and maximum quantity a customer can order for a product, that may be added to the cart. By default, the minimum order for a product is 1.

© 2010

Note: Leave the field blank if you don't want to use this feature.

l. **Is Product Available:** Check the box if the product is available. Otherwise, let it remain unchecked if it is not available. By default, the box is checked.

m. **Mark Product as Hot Deal:** Check the box to mark the product as a Hot Deal. Otherwise, let it remain unchecked if it is not a Hot Deal.

Note: Hot Deal products are always first on product catalog pages.

n. **Show Product On Home Page:** Check the box to show the product on the Home Page. Otherwise, let it remain unchecked to hide the product on the Home Page.

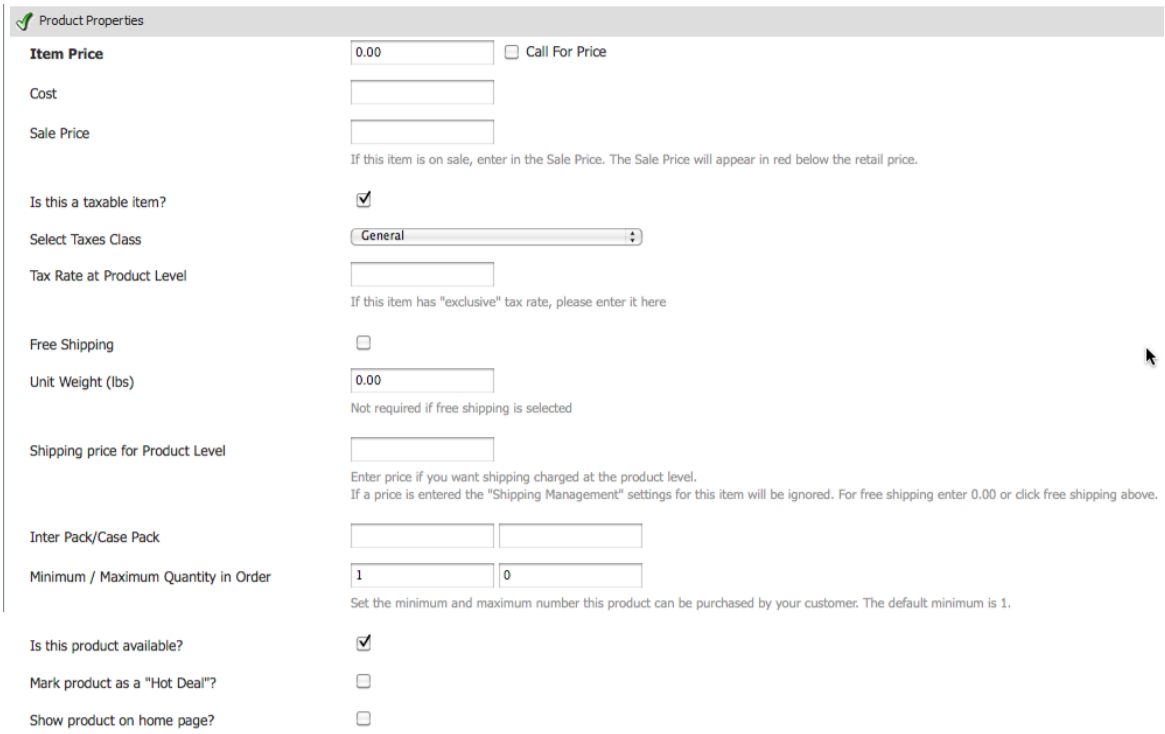

Product Properties
Item Price
0.00
Call For Price
Cost
Sale Price
If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below the retail price.
Is this a taxable item?
Select Taxes Class
General
Tax Rate at Product Level
If this item has "exclusive" tax rate, please enter it here
Free Shipping
Unit Weight (lbs)
0.00
Not required if free shipping is selected
Shipping price for Product Level
Enter price if you want shipping charged at the product level.
If a price is entered the "Shipping Management" settings for this item will be ignored. For free shipping enter 0.00 or click free shipping above.
Inter Pack/Case Pack
Minimum / Maximum Quantity in Order
1
0
Set the minimum and maximum number this product can be purchased by your customer. The default minimum is 1.
Is this product available?
Mark product as a "Hot Deal"?
Show product on home page?

Figure 2-4-4: Properties

5. **SEO Properties:**
   a. **Meta Keywords:** Keywords to be used for searching this category. This may also help with search engine positioning.
   b. **Meta Title:** The customer will view the Meta title tags at the top of the browser window. Meta title tags help the search engines to decide your web page relevancy for the keyword phrases. You can enter the title of the product name as Meta title tag.
   c. **Product URL** (pregenerated)
   d. **Product URL** (custom)
   g. **Meta Description:** A short, plain language description of the document, usually 20-25 words or less. Search engines that support this tag will use the information to publish on their search results page, normally below the Title of your site. This tag is particularly important

© 2010

if your document has very little text, is a frame set, or has extensive scripts at the top.

6. **Quick Overview:** Click on in the extreme right of **Quick Overview** to expand it, and then, enter the overview for the product in plain text.

Note: HTML is not allowed in **Quick Overview**. The overview information may also appear on the Catalog pages.

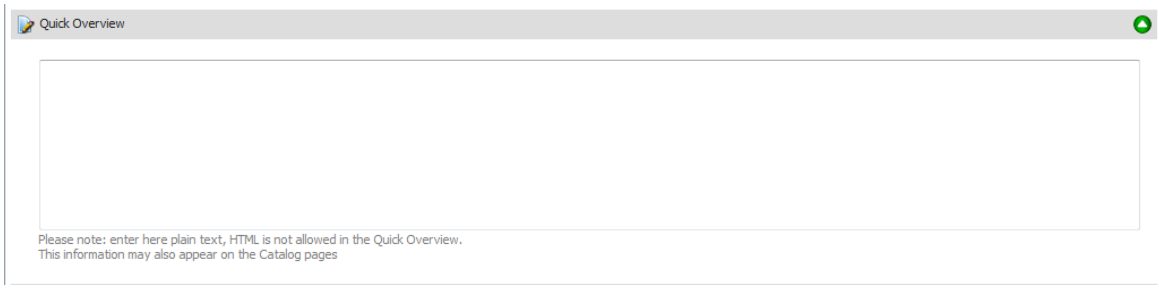

Quick Overview
Please note: enter here plain text, HTML is not allowed in the Quick Overview.
This information may also appear on the Catalog pages

Figure 2-4-5: Quick Overview

7. **Detailed Description:** Enter the detailed description for the product in plain text.

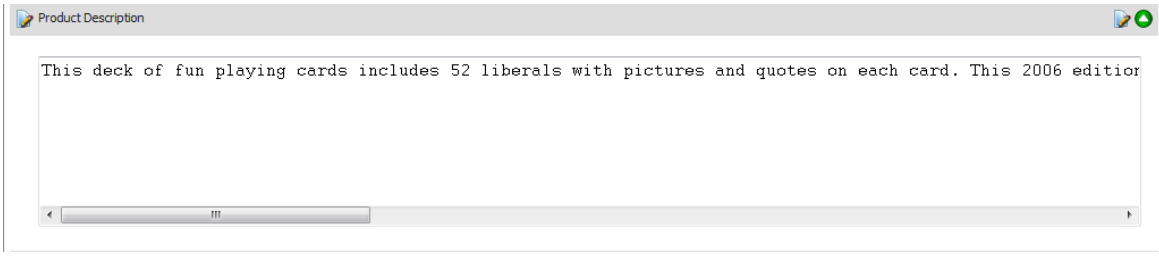

Product Description
This deck of fun playing cards includes 52 liberals with pictures and quotes on each card. This 2006 editior

Figure 2-4-6: Description

8. You can also create an eye-catching description, by clicking in **Description**, as shown in Figure 2-4-7 below.

© 2010

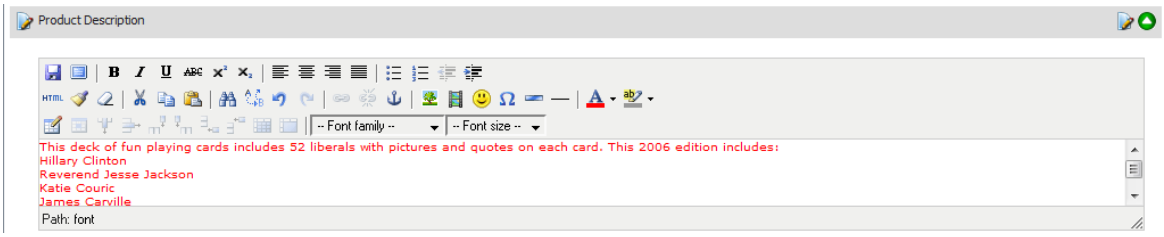

Product Description
-- Font family --
-- Font size --
This deck of fun playing cards includes 52 liberals with pictures and quotes on each card. This 2006 edition includes:
Hillary Clinton
Reverend Jesse Jackson
Katie Couric
James Carville
Path: font

Figure 2-4-7: Online HTML Editor

9. **Image Zooming:** Select 'Zoom', 'Magnify' or 'None' Depending on the affect you want to give on your product images on the product page.
10. **Product's Image Uploading:** Click **Browse** and navigate to the image that you would like to upload for the product. The images only can be in JPG and PNG format.

Note: To add more than one image under Product's Image Uploading, click the **Save Changes** button and select **Edit This Product** on the next page. Then, select the Secondary Images under the product. To know more about **Secondary Images**, click here 33.

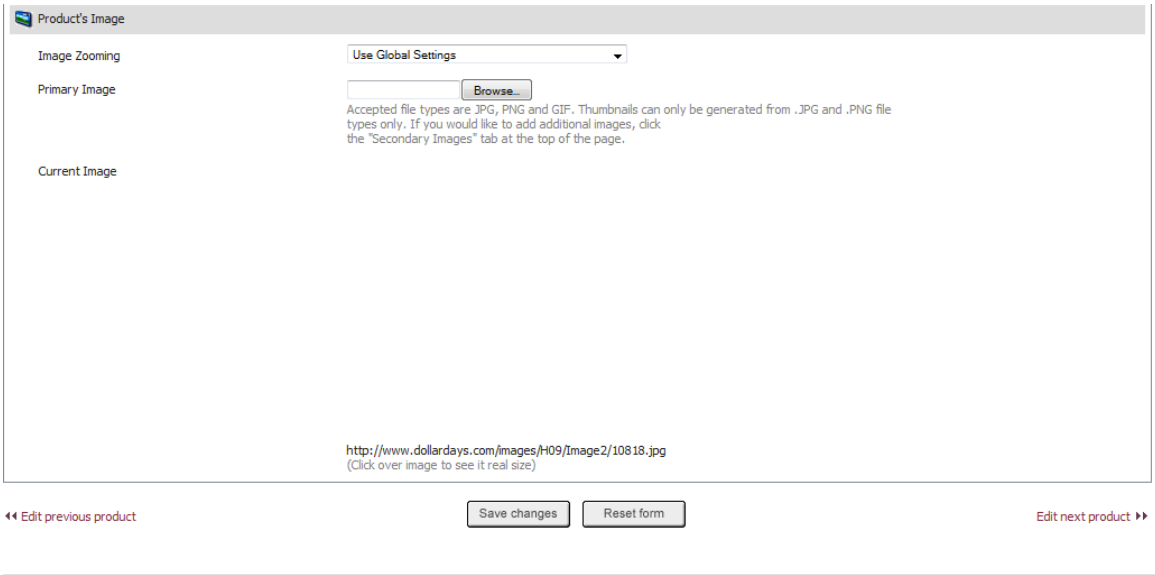

Product's Image
Image Zooming
Use Global Settings
Primary Image
Browse...
Accepted file types are JPG, PNG and GIF. Thumbnails can only be generated from .JPG and .PNG file types only. If you would like to add additional images, click the "Secondary Images" tab at the top of the page.
Current Image
http://www.dollardays.com/images/H09/Image2/10818.jpg
(Click over image to see it real size)
Edit previous product
Save changes
Reset form
Edit next product

Figure 2-4-8: Product's Image Uploading

Note: You can also **Assign Existing Global Attributes with a product**, so that it would appear every time you add a product. To know how to **Assign Existing Global Attributes with a product**, click here 61.

To know how to create new global attributes, click here 58.

11. If you want to reset the form, click on the **Reset form** button.
12. Click **Save changes** button to save the details about the product. You will get a confirmation message when the new product has been successfully added.

Note: Click on the links below to know more about the **Attributes**, **Recommended Family**, **Product Promotions**, **Quantity Discounts** and **Secondary Images** for a

© 2010

product.

Attributes 61
Recommended Family 28
Product Promotions 29
Quantity Discounts 31
Secondary Images 33

2.1.2 Edit an Existing Product

You can use this option to edit an existing product. To **edit an existing product**, follow the steps:

1. Click **Manage Products**, as shown in the Figure 2-5-1 below.

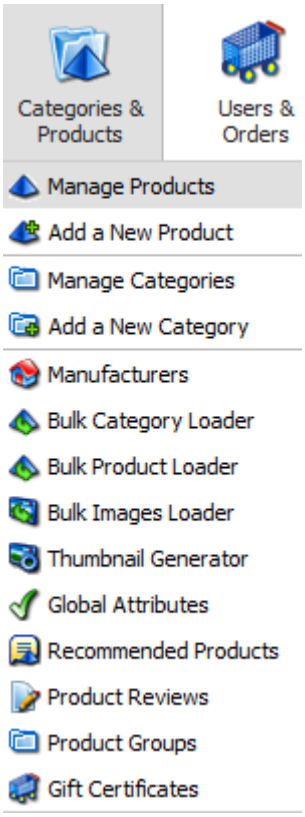


Figure 2-5-1: Manage Products

2. The **Products List** page will open, as shown in the Figure 2-5-2 below.

Note: You can also directly open the **Products List** page, by clicking on the **Manage Products** link in the Admin Area Home page 9.

You can also **add a new product** from the **Products List** page. To **add a new product**, click **Add a New Product** link on top of the page.

© 2010

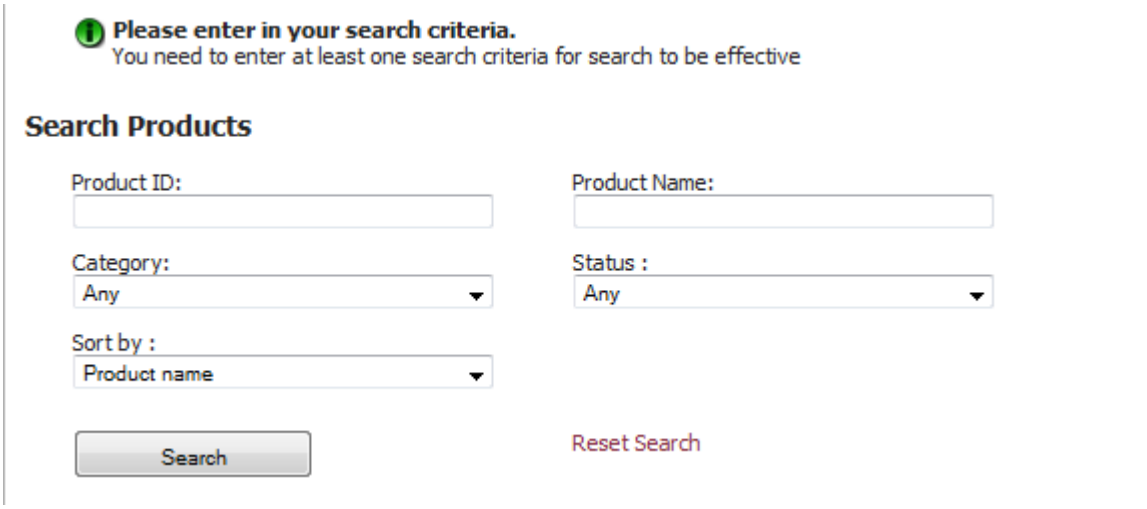


Figure 2-5-2: Products List

3. To search for a particular product, type the **Product ID** or **Product Name** in the **Products List** page. You can also search for products, by selecting a particular product **Category**, **Status** or **Sort by** from the drop down menu.
4. After entering the search criteria in the **Products List** page, click **Search products** button.
5. The **Search Results** page opens, as shown in the Figure 2-5-3 below.

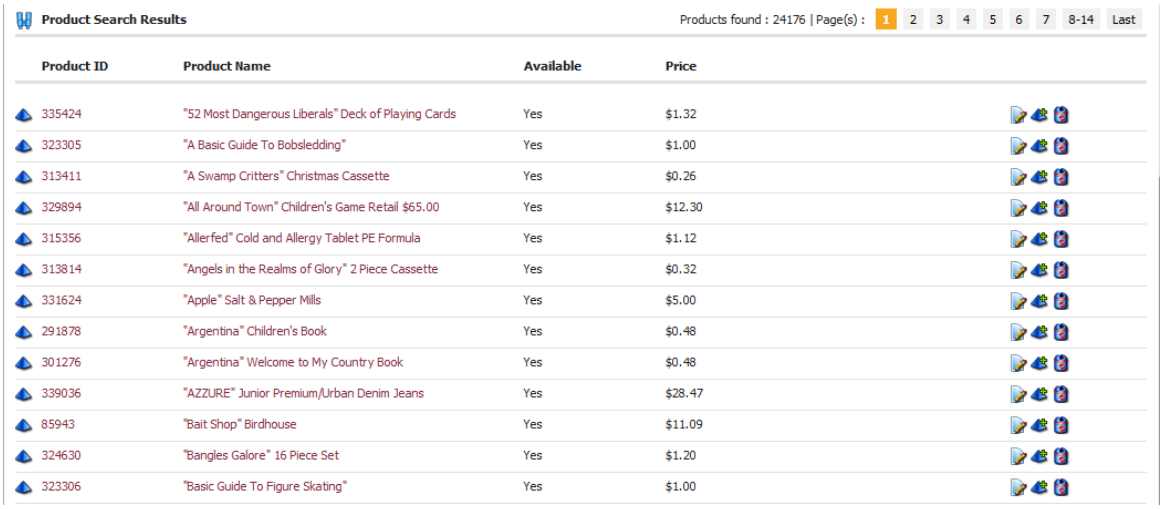

Product Search Results
Products found : 24176 | Page(s) : 1 2 3 4 5 6 7 8-14 Last
Product ID
Product Name
Available
Price
335424 "52 Most Dangerous Liberals" Deck of Playing Cards Yes $1.32
323305 "A Basic Guide To Bobsledding" Yes $1.00
313411 "A Swamp Critters" Christmas Cassette Yes $0.26
329894 "All Around Town" Children's Game Retail $65.00 Yes $12.30
315356 "Allerfed" Cold and Allergy Tablet PE Formula Yes $1.12
313814 "Angels in the Realms of Glory" 2 Piece Cassette Yes $0.32
331624 "Apple" Salt & Pepper Mills Yes $5.00
291878 "Argentina" Children's Book Yes $0.48
301276 "Argentina" Welcome to My Country Book Yes $0.48
339036 "AZZURE" Junior Premium/Urban Denim Jeans Yes $28.47
85943 "Bait Shop" Birdhouse Yes $11.09
324630 "Bangles Galore" 16 Piece Set Yes $1.20
323306 "Basic Guide To Figure Skating" Yes $1.00

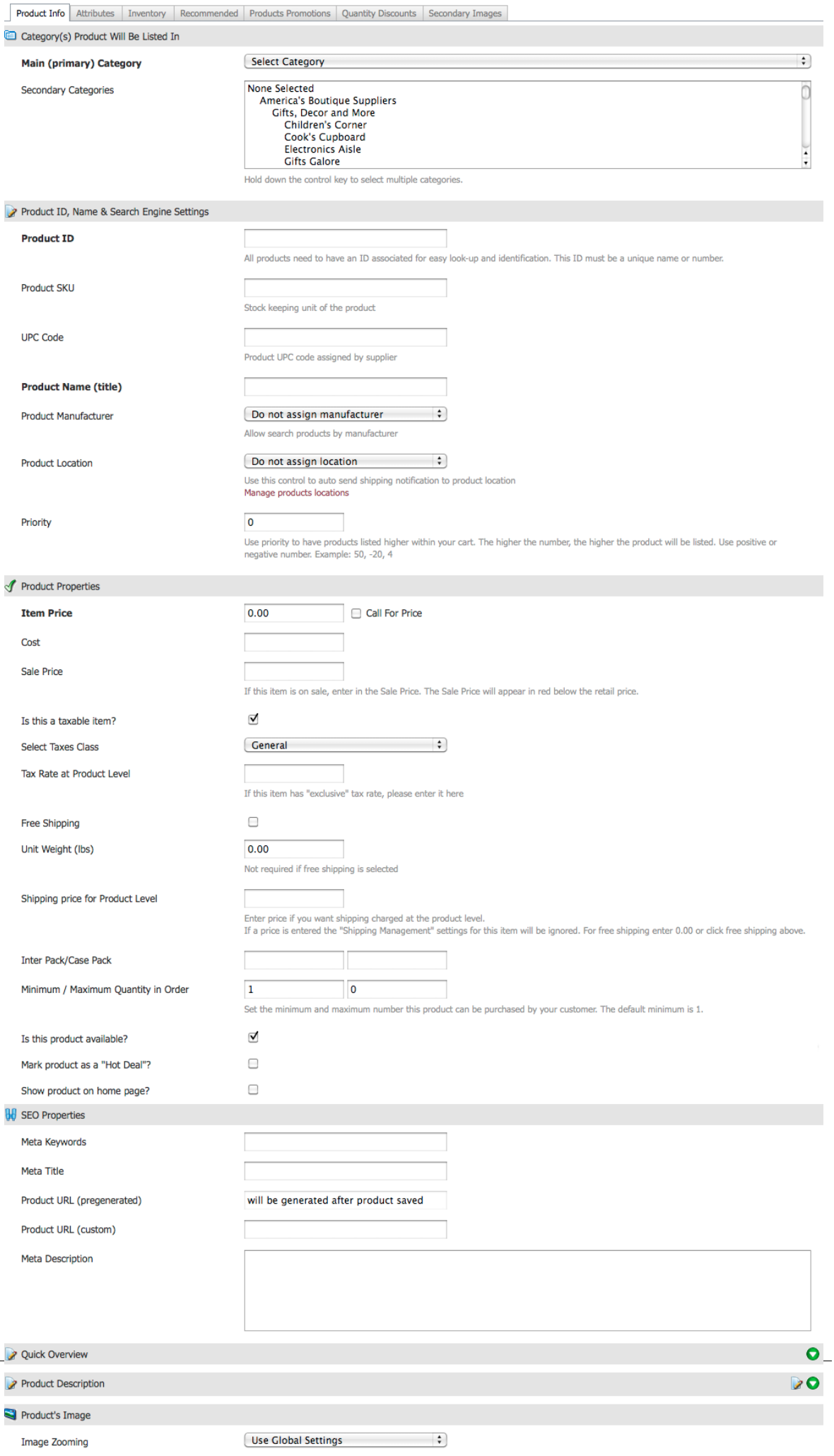
Figure 2-5-3: Search Results

6. Click **Edit Product** icon for the product you want to modify.
7. The **Product (Update)** page opens, as shown in the Figure 2-5-4 22 below where you can modify all the parameters of that product.

Note: The **Product (Update)** page opens under the **Product Info** tab, as shown in the Figure 2-5-4 22 below.

You can also **delete the product** from the **Product (Update)** page. To delete a product, click **Delete this product** link on top of the page.

© 2010


Product Info
Attributes
Inventory
Recommended
Products Promotions
Quantity Discounts
Secondary Images
Category(s) Product Will Be Listed In
Main (primary) Category
Select Category
Secondary Categories
None Selected
America's Boutique Suppliers
Gifts, Decor and More
Children's Corner
Cook's Cupboard
Electronics Aisle
Gifts Galore
Hold down the control key to select multiple categories.
Product ID, Name & Search Engine Settings
Product ID
All products need to have an ID associated for easy look-up and identification. This ID must be a unique name or number.
Product SKU
Stock keeping unit of the product
UPC Code
Product UPC code assigned by supplier
Product Name (title)
Product Manufacturer
Do not assign manufacturer
Allow search products by manufacturer
Product Location
Do not assign location
Use this control to auto send shipping notification to product location
Manage products locations
Priority
0
Use priority to have products listed higher within your cart. The higher the number, the higher the product will be listed. Use positive or negative number. Example: 50, -20, 4
Product Properties
Item Price
0.00
Call For Price
Cost
Sale Price
If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below the retail price.
Is this a taxable item?
Select Taxes Class
General
Tax Rate at Product Level
If this item has "exclusive" tax rate, please enter it here
Free Shipping
Unit Weight (lbs)
0.00
Not required if free shipping is selected
Shipping price for Product Level
Enter price if you want shipping charged at the product level.
If a price is entered the "Shipping Management" settings for this item will be ignored. For free shipping enter 0.00 or click free shipping above.
Inter Pack/Case Pack
Minimum / Maximum Quantity in Order
1
0
Set the minimum and maximum number this product can be purchased by your customer. The default minimum is 1.
Is this product available?
Mark product as a "Hot Deal"?
Show product on home page?
SEO Properties
Meta Keywords
Meta Title
Product URL (pregenerated)
will be generated after product saved
Product URL (custom)
Meta Description
Quick Overview
Product Description
Product's Image
Image Zooming
Use Global Settings

© 2010

Figure 2-5-4: Product (Update) Page

8. If you want to reset the form, click on the **Reset form** button.
9. Click **Save changes** button to update the information. You will get a confirmation message that the product has been successfully updated.

Note: Click on the links below to know more about the **Attributes**, **Recommended Family**, **Product Promotions**, **Quantity Discounts** and **Secondary Images** for a product.

Attributes 22
Recommended Family 28
Product Promotions 29
Quantity Discounts 31
Secondary Images 33

2.1.3 Product Attributes Overview

Product attributes allow you to provide your customers with the choices for any of the products. Examples include size, color, type, etc. You can use this section to manage various functions related to the management of product attributes and also for assigning global product attributes 61 with a product. To know more about creating and managing product attributes, click on the links below.

Add a Product Attribute 22
Edit a Product Attribute 23
Delete a Product Attribute 25

2.1.3.1 Add a Product Attribute

You can add attributes under an existing product. You can create unlimited number of attributes for any product. To **add a product attribute**, follow the steps:

1. Open 19 the **Product (Update)** page.
2. In the **Product (Update)** page, click **Attributes** tab to open Add a New Attribute 23 page.

Note: You can also **delete the product** from **Add a New Attribute** page. To **delete the product**, click **Delete this product** link on top of the page.

3. Scroll down to **Add a New Attribute** and enter the following information to add product attributes:
    a. **Attribute Name:** Type the name of the category.
    b. **Attribute Caption:** Type the text that will define the attribute on the Add Product 13 page.
    c. **Priority:** Use priority to have products listed higher within TurnKey

© 2010

Commerce. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher the product will be listed.

d. **Attribute Type:** Select the attribute type, that is, Drop-down, or text input from the drop down menu.

e. **Options (for Drop-Down):** If you select Drop-down as an Attribute Type. Type the options that you want should appear for selection on the product page as drop down menu.

f. **Text Length (for Text Input):** If you select text input as an attribute type. Enter the text length.

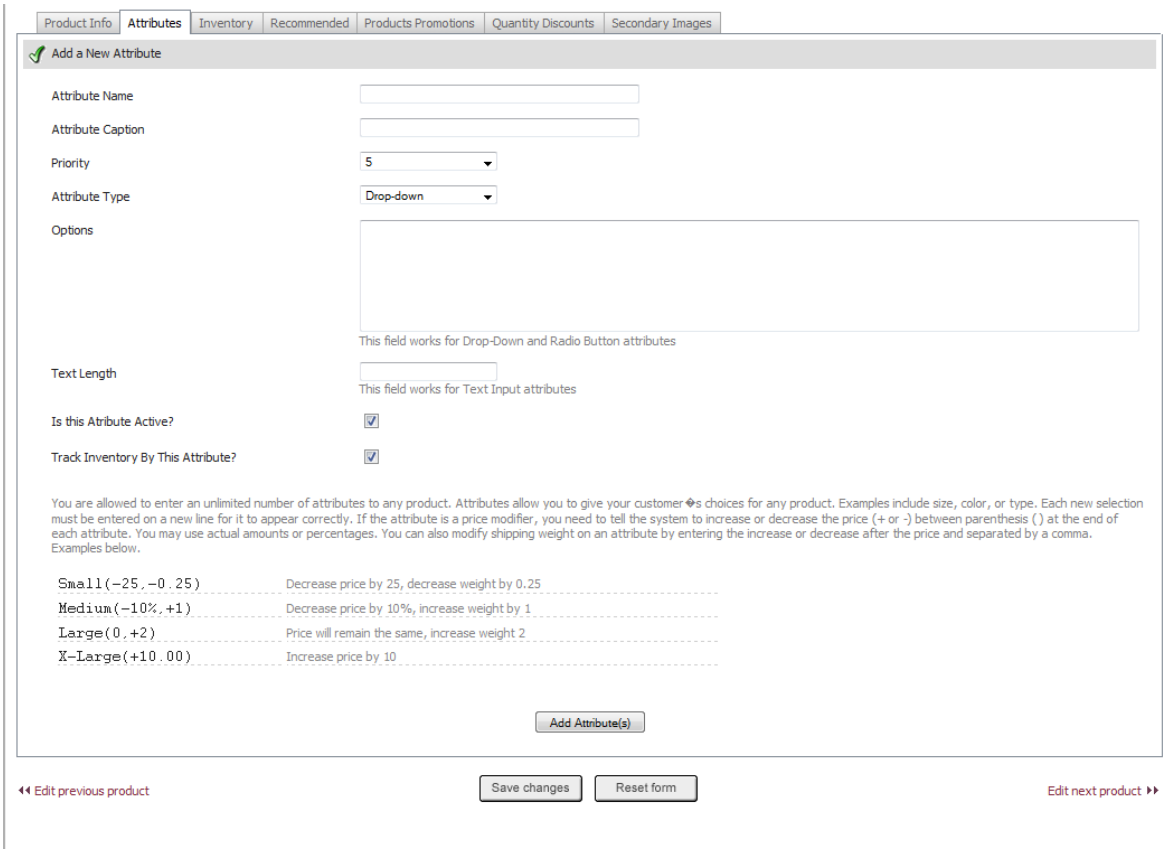

Product Info
Attributes
Inventory
Recommended
Products Promotions
Quantity Discounts
Secondary Images
Add a New Attribute
Attribute Name
Attribute Caption
Priority
5
Attribute Type
Drop-down
Options
This field works for Drop-Down and Radio Button attributes
Text Length
This field works for Text Input attributes
Is this Atribute Active?
Track Inventory By This Attribute?
You are allowed to enter an unlimited number of attributes to any product. Attributes allow you to give your customer s choices for any product. Examples include size, color, or type. Each new selection must be entered on a new line for it to appear correctly. If the attribute is a price modifier, you need to tell the system to increase or decrease the price (+ or -) between parenthesis ( ) at the end of each attribute. You may use actual amounts or percentages. You can also modify shipping weight on an attribute by entering the increase or decrease after the price and separated by a comma. Examples below.
Small(-25,-0.25)
Decrease price by 25, decrease weight by 0.25
Medium(-10%,+1)
Decrease price by 10%, increase weight by 1
Large(0,+2)
Price will remain the same, increase weight 2
X-Large(+10.00)
Increase price by 10
Add Attribute(s)
Edit previous product
Save changes
Reset form
Edit next product

Figure 2-6-1: Add a New Attribute

4. Click the **Add Attribute(s)** button to add attributes under a product.

Note: To know about **assigning Global Attributes with a product**, click here 61.

2.1.3.2 Edit a Product Attribute

You can use this option to edit product attributes. To **edit a product attribute**, follow the steps:

1. Open 19 the **Product (Update)** page.

© 2010

2. In the **Product (Update)** page, click **Attributes** tab.
3. Scroll down to **Product Attributes**, as shown in the Figure 2-7-1 25 below.

Note: You can also **Assign Existing Global Attributes with a product**, so that it would appear every time you add a product. To know how to **Assign Existing Global Attributes with a product**, click here 61.

Un-check the **Is Active** check box in **Product Attributes** to hide the product attribute on the site. By default, the box is checked and the attribute is active on the site.

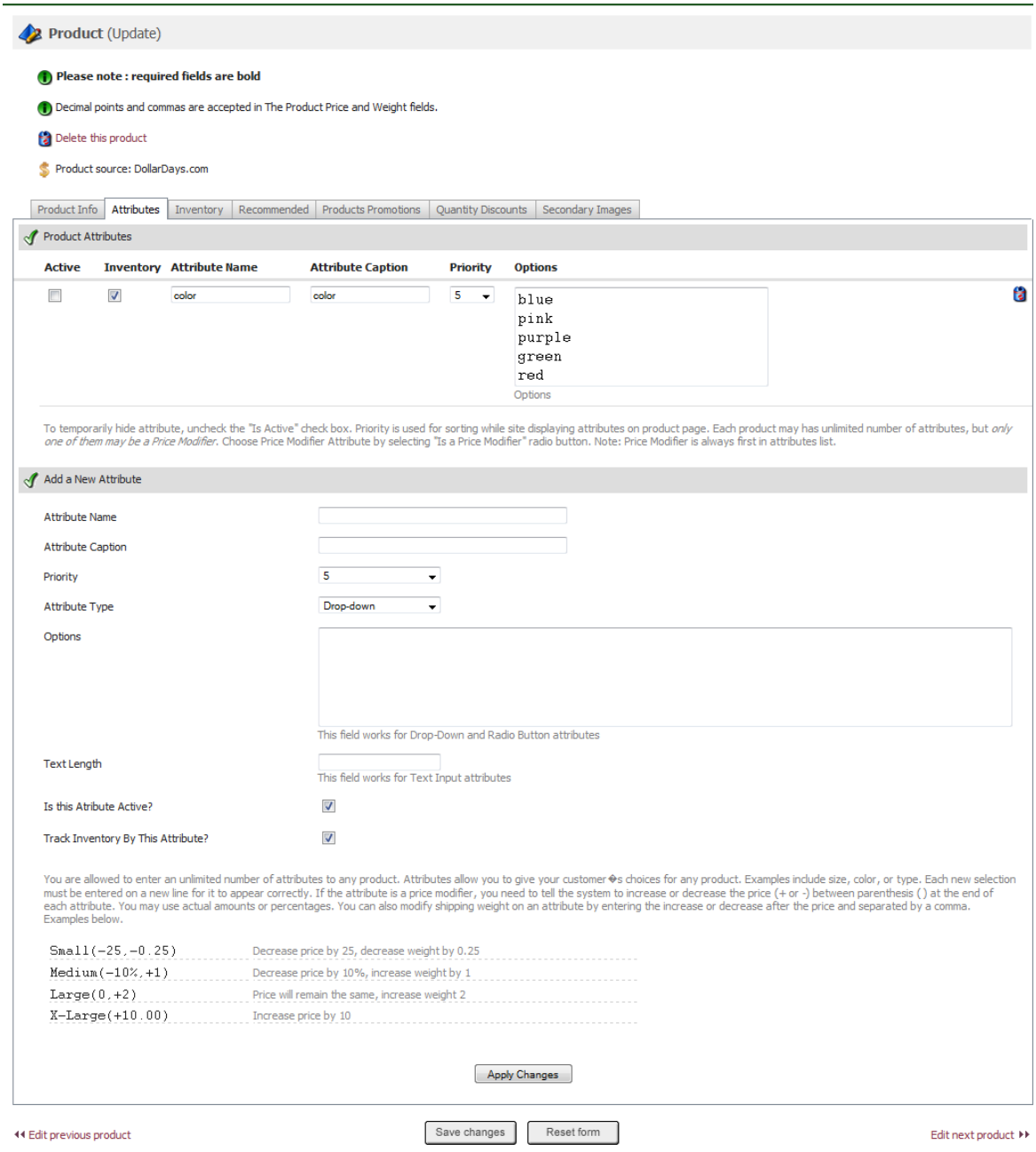

Product (Update)
Please note : required fields are bold
Decimal points and commas are accepted in The Product Price and Weight fields.
Delete this product
Product source: DollarDays.com
Product Info
Attributes
Inventory
Recommended
Products Promotions
Quantity Discounts
Secondary Images
Product Attributes
Active
Inventory
Attribute Name
Attribute Caption
Priority
Options
color
color
5
blue
pink
purple
green
red
Options
To temporarily hide attribute, uncheck the "Is Active" check box. Priority is used for sorting while site displaying attributes on product page. Each product may has unlimited number of attributes, but only one of them may be a Price Modifier. Choose Price Modifier Attribute by selecting "Is a Price Modifier" radio button. Note: Price Modifier is always first in attributes list.
Add a New Attribute
Attribute Name
Attribute Caption
Priority
5
Attribute Type
Drop-down
Options
This field works for Drop-Down and Radio Button attributes
Text Length
This field works for Text Input attributes
Is this Atribute Active?
Track Inventory By This Attribute?
You are allowed to enter an unlimited number of attributes to any product. Attributes allow you to give your customer's choices for any product. Examples include size, color, or type. Each new selection must be entered on a new line for it to appear correctly. If the attribute is a price modifier, you need to tell the system to increase or decrease the price (+ or -) between parenthesis ( ) at the end of each attribute. You may use actual amounts or percentages. You can also modify shipping weight on an attribute by entering the increase or decrease after the price and separated by a comma. Examples below.
Small(-25,-0.25) Decrease price by 25, decrease weight by 0.25
Medium(-10%,+1) Decrease price by 10%, increase weight by 1
Large(0,+2) Price will remain the same, increase weight 2
X-Large(+10.00) Increase price by 10
Apply Changes
Edit previous product
Save changes
Reset form
Edit next product

Figure
2-7-1: Product Attributes

4. You can modify all the parameters under the **Product Attributes**.
5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button at the bottom of the page, to update the information.

2.1.3.3 Delete a Product Attribute

You can use this option to delete product attributes. To **delete a product attribute**, follow the steps:

1. Open 19 the **Product (Update)** page.
2. In the **Product (Update)** page, click **Attributes** tab.
3. Scroll down to **Product Attributes** and click the **Delete** link under that attribute, which you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-8-1 below.

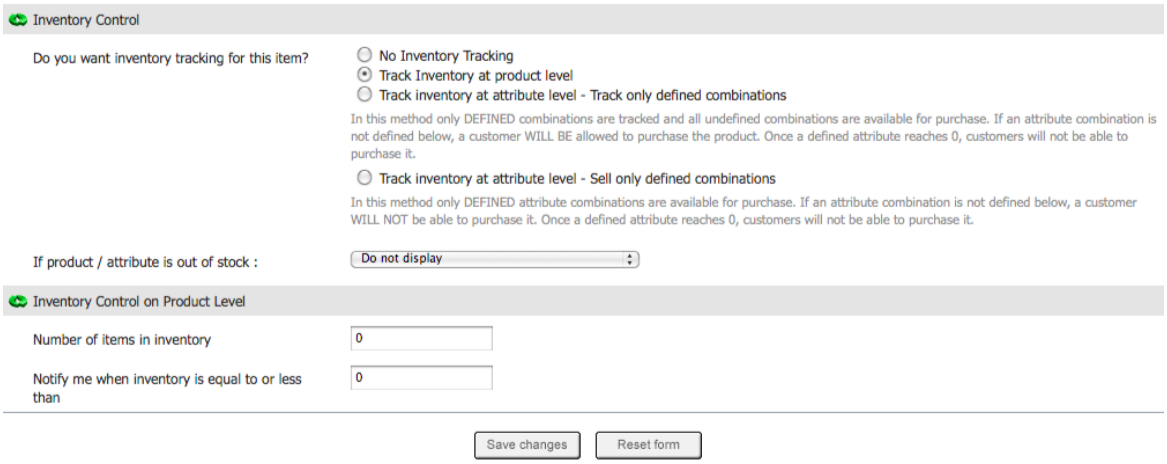
Figure 2-8-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

© 2010

2.1.3.4 Inventory Control

Track Inventory for this item At the product level.

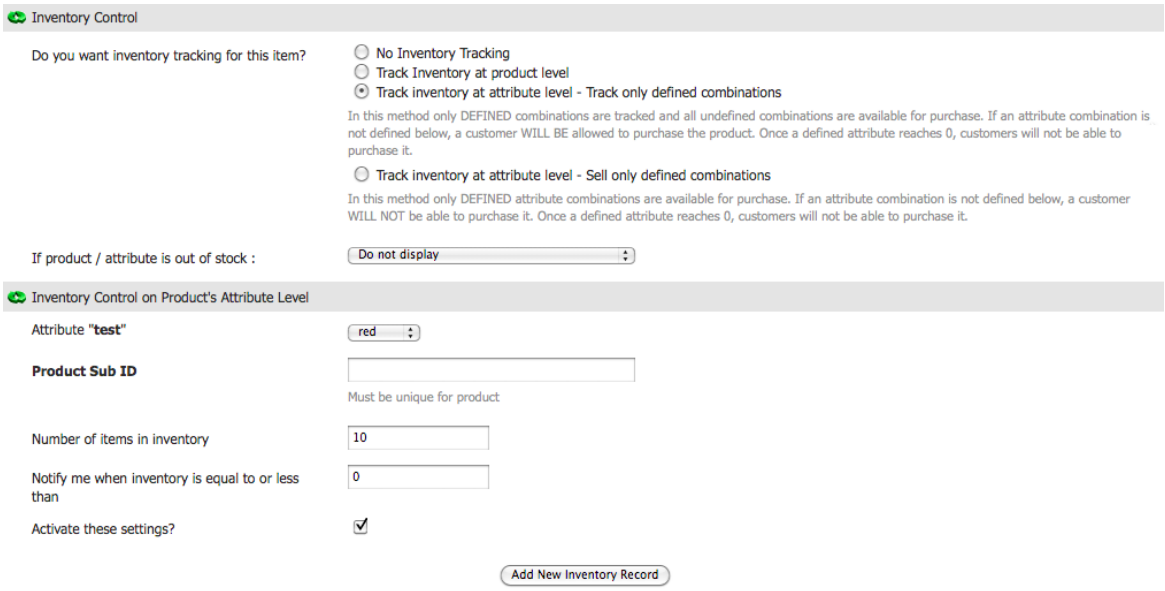

Inventory Control
Do you want inventory tracking for this item?
No Inventory Tracking
Track Inventory at product level
Track inventory at attribute level - Track only defined combinations
In this method only DEFINED combinations are tracked and all undefined combinations are available for purchase. If an attribute combination is not defined below, a customer WILL BE allowed to purchase the product. Once a defined attribute reaches 0, customers will not be able to purchase it.
Track inventory at attribute level - Sell only defined combinations
In this method only DEFINED attribute combinations are available for purchase. If an attribute combination is not defined below, a customer WILL NOT be able to purchase it. Once a defined attribute reaches 0, customers will not be able to purchase it.
If product / attribute is out of stock :
Do not display
Inventory Control on Product Level
Number of items in inventory
0
Notify me when inventory is equal to or less than
0
Save changes
Reset form

1. Do you want inventory tracking? If so at what level?

   A. Track Inventory at product level

      1. Number of items in inventory: If you select the Inventory Tracking, enter the number of products you want to have in the inventory. The system will automatically decrease this value any time a user will purchase a product from your store.

      2. Notify me when inventory is equal to or less than: If you select the Inventory Tracking, specify a value after which the system will automatically notify you when the number of items in inventory will be less than that value you will enter here.


Inventory Control
Do you want inventory tracking for this item?
No Inventory Tracking
Track Inventory at product level
Track inventory at attribute level - Track only defined combinations
In this method only DEFINED combinations are tracked and all undefined combinations are available for purchase. If an attribute combination is not defined below, a customer WILL BE allowed to purchase the product. Once a defined attribute reaches 0, customers will not be able to purchase it.
Track inventory at attribute level - Sell only defined combinations
In this method only DEFINED attribute combinations are available for purchase. If an attribute combination is not defined below, a customer WILL NOT be able to purchase it. Once a defined attribute reaches 0, customers will not be able to purchase it.
If product / attribute is out of stock :
Do not display
Inventory Control on Product's Attribute Level
Attribute "test"
red
Product Sub ID
Must be unique for product
Number of items in inventory
10
Notify me when inventory is equal to or less than
0
Activate these settings?
Add New Inventory Record

   B. Track inventory at attribute level - Track only defined combinations - In this method only DEFINED combinations are tracked and all undefined

© 2010

combinations are available for purchase. If an attribute combination is not defined below, a customer WILL BE allowed to purchase the product. Once a defined attribute reaches 0, customers will not be able to purchase it.

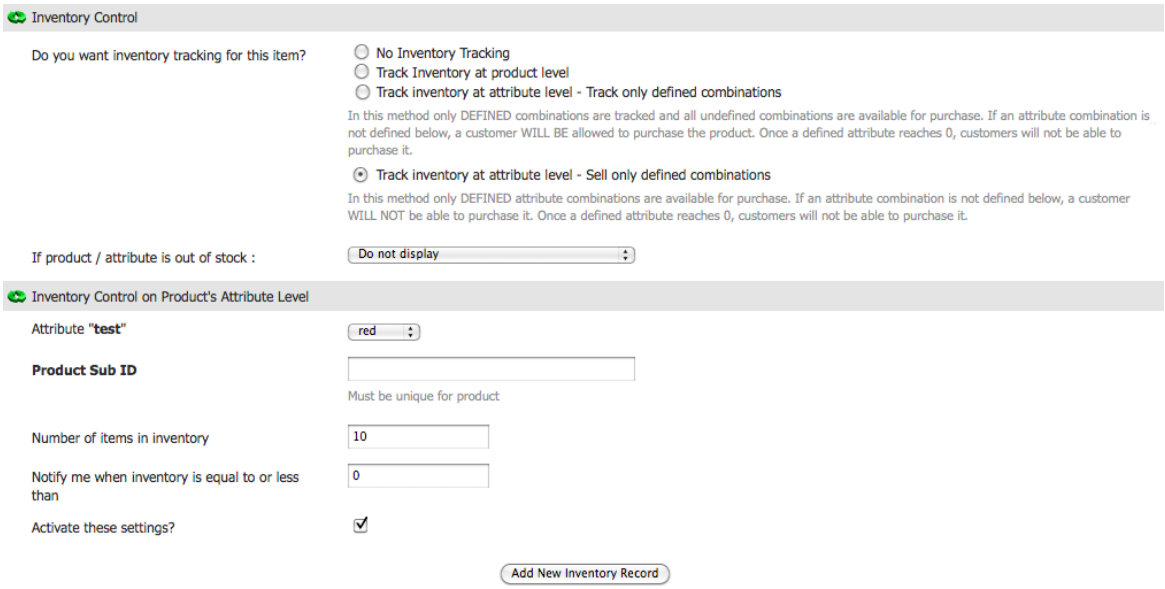
1. If inventory reaches allowed minimum: If a product reaches the minimum specified value in the inventory, select from the drop-down menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

2. Attribute - Select which attribute this inventory control is for.

3. Product Sub ID - Must be unique for product and different than the man product id or any other product or sub product id.

4. Number of items in inventory: If you select the Inventory Tracking, enter the number of products you want to have in the inventory.
The system will automatically decrease this value any time a user will purchase a product from your store.

5. Notify me when inventory is equal to or less than: If you select the Inventory Tracking, specify a value after which the system will automatically notify you when the number of items in inventory will be less than that value you will enter here.


Inventory Control
Do you want inventory tracking for this item?
No Inventory Tracking
Track Inventory at product level
Track inventory at attribute level - Track only defined combinations
In this method only DEFINED combinations are tracked and all undefined combinations are available for purchase. If an attribute combination is not defined below, a customer WILL BE allowed to purchase the product. Once a defined attribute reaches 0, customers will not be able to purchase it.
Track inventory at attribute level - Sell only defined combinations
In this method only DEFINED attribute combinations are available for purchase. If an attribute combination is not defined below, a customer WILL NOT be able to purchase it. Once a defined attribute reaches 0, customers will not be able to purchase it.
If product / attribute is out of stock :
Do not display
Inventory Control on Product's Attribute Level
Attribute "test"
red
Product Sub ID
Must be unique for product
Number of items in inventory
10
Notify me when inventory is equal to or less than
0
Activate these settings?
Add New Inventory Record

C. Track inventory at attribute level - Sell only defined combinations - In this method only DEFINED attribute combinations are available for purchase. If an attribute combination is not defined below, a customer WILL NOT allowed be able to purchase it. Once a defined attribute reaches 0, customers will not be able to purchase it.

1. If inventory reaches allowed minimum: If a product reaches the minimum specified value in the inventory, select from the drop-down menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

© 2010

2. Attribute - Select which attribute this inventory control is for.

3. Product Sub ID - Must be unique for product and different than the man product id or any other product or sub product id.

4. Number of items in inventory: If you select the Inventory Tracking, enter the number of products you want to have in the inventory.
The system will automatically decrease this value any time a user will purchase a product from your store.

5. Notify me when inventory is equal to or less than: If you select the Inventory Tracking, specify a value after which the system will automatically notify you when the number of items in inventory will be less than that value you will enter here.

2.1.4 Recommend Family for a Product

Product Families give you the ability to add recommended products to your product pages. You can use this section to recommend a product family with an existing or new product. But, for doing this, there must be some existing recommended product families. To **recommend family for a product**, follow the steps:

Note: To know how to **create** and **manage** a **recommended product family**, click here 62.

1. Open the Product (Insert) 12 or Product (Update) 19 page.
2. In the Product (Insert) 14 or Product (Update) 22 page, click **Recommended** tab to open Product Families 29 page.

Note: You can also **delete the product** from the **Product Families** page. To **delete the product**, click **Delete this product** link on top of the page.

3. You can view the available product families and recommended product families for the product, if any, as shown in the Figure 2-9-1.

© 2010

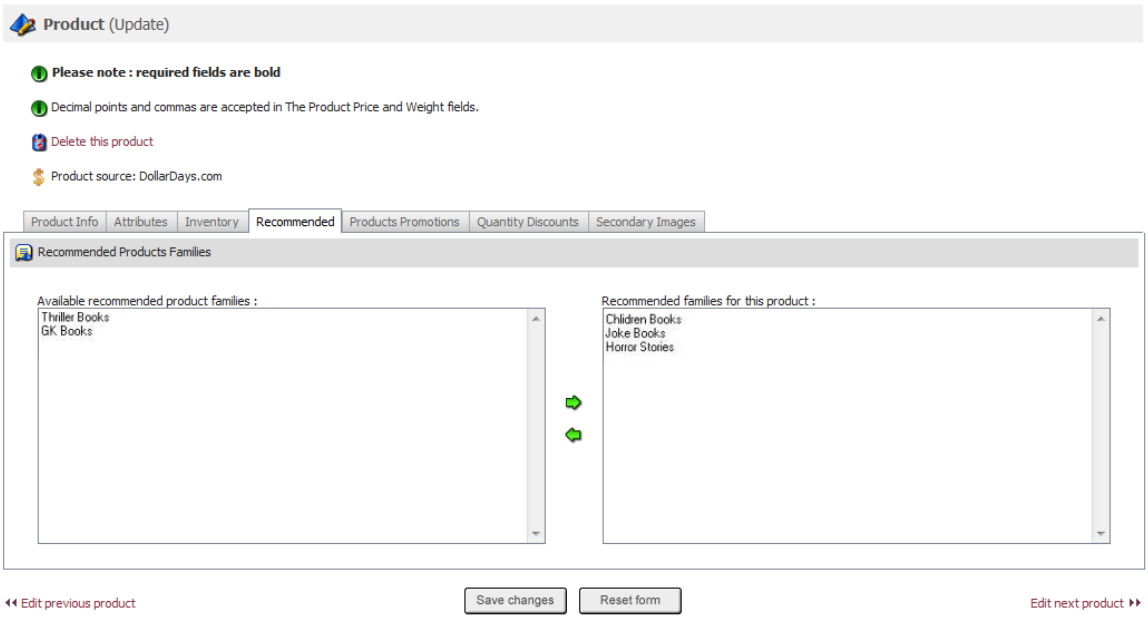


Figure 2-9-1: Product Families

4. To recommend family for this product, select a **product family** by clicking on it from the **Available recommended product families**.
5. Click icon to assign selected family with the product.

Note: You can also unassign a family with product. To unassign, select a product family by clicking on it from the **Recommended families for this product** and then click icon.

6. If you want to reset the form, click on **Reset form** button.
7. Click **Save changes** button to save the information.

2.1.5 Product Promotions

Product Promotion is essential to keep a product-oriented business ahead of its competition. You can use this section to promote an existing or new product by offering free products with it on buying a certain quantity of that product. To **promote a product**, follow the steps:

1. Open the Product (Insert) 12 or Product (Update) 19 page.
2. In the Product (Insert) 14 or Product (Update) 22 page, click **Product Promotions** tab to open Product Promotions 30 page.

Note: You can also **delete the product** from the **Product Promotions** page. To **delete the product**, click **Delete this product** link on top of the page.

© 2010

3. Enter the following information in the **Product Promotions** page:
    a. **Minimum Number of this Product:** Enter the minimum quantity of this product a customer must order, to receive the free product(s). By default, 1 is selected.
    b. **Free Product Quantity:** Enter the quantity of the free product that the customer will receive, once he/she buys the minimum order needed to receive the free product. By default, 1 is selected.
    c. **Maximum number of free product:** Enter the maximum number of free product a customer is allowed to receive per order. By default, 999 is selected.
    d. **Charge shipping for this free product:** Select **Yes** from the drop down menu if there are shipping charges for this free product, otherwise select **No**. By default, **No** is selected.
    e. **Type in the product name or ID of the free product:** Enter the free product name or ID, to automatically search the free product from the database. Then click on the **free product**, to add it to the free product list.

Note: You can also **delete a free product** by selecting it from the **free products list** and then clicking **Remove Selected** link below the list of free products.

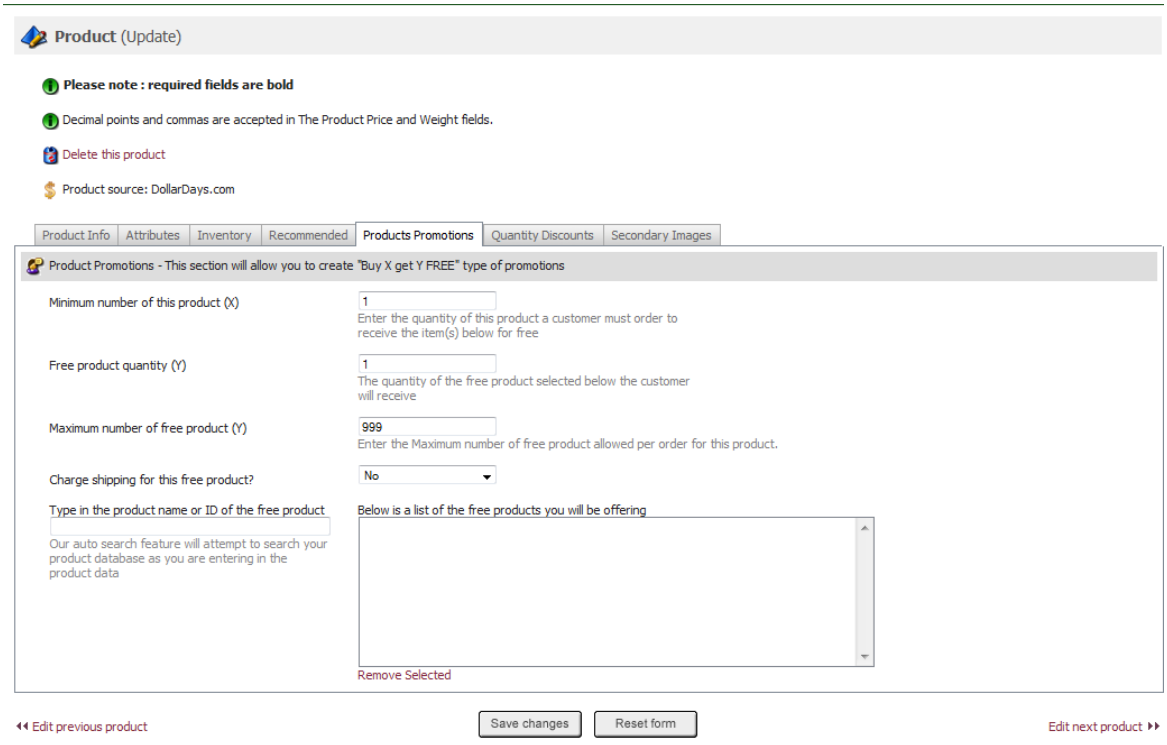

Product (Update)
Please note : required fields are bold
Decimal points and commas are accepted in The Product Price and Weight fields.
Delete this product
Product source: DollarDays.com
Product Info
Attributes
Inventory
Recommended
Products Promotions
Quantity Discounts
Secondary Images
Product Promotions - This section will allow you to create "Buy X get Y FREE" type of promotions
Minimum number of this product (X)
1
Enter the quantity of this product a customer must order to receive the item(s) below for free
Free product quantity (Y)
1
The quantity of the free product selected below the customer will receive
Maximum number of free product (Y)
999
Enter the Maximum number of free product allowed per order for this product.
Charge shipping for this free product?
No
Type in the product name or ID of the free product
Our auto search feature will attempt to search your product database as you are entering in the product data
Below is a list of the free products you will be offering
Remove Selected
Edit previous product
Save changes
Reset form
Edit next product

Figure 2-10-1: Product Promotions

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to save the information.

© 2010

2.1.6 Quantity Discounts Overview

Quantity Discounts are a requirement for any business looking to expose its products to the consumer marketplace. You can use this section to offer discounts on a product by adding quantity range for that product. To know more, click on the links below.

Add a New Quantity Range 31
Edit a Quantity Range 32
Delete a Quantity Range 32

2.1.6.1 Add a New Quantity Range

You can use this option to add a new quantity range to offer discount on a product. To **add a new quantity range**, follow the steps:

1. Open 19 the **Product (Update)** page.
2. In the **Product (Update)** page, click **Quantity Discounts** tab to open Quantity Discounts 31 page.

Note: You can also **delete the product** from the **Quantity Discounts** page. To **delete the product**, click **Delete this product** link on top of the page.

3. Enter the following information under **Add a New Quantity Range**:
   a. **Min Range:** Enter the minimum quantity to avail the discount.
   b. **Max Range:** Enter the maximum quantity to avail the discount.
   c. **Discount:** Enter how much discount will be provided on the product under the quantity range and then select from the drop down menu the discount is in **%** or **$**.
   d. **Wholesale:** Check the box if the product is available for wholesale. Otherwise, let it remain unchecked.
   e. **Free Shipping:** Check the box if there are no shipping charges for the product. Otherwise, let it remain unchecked if there are shipping charges for the product.

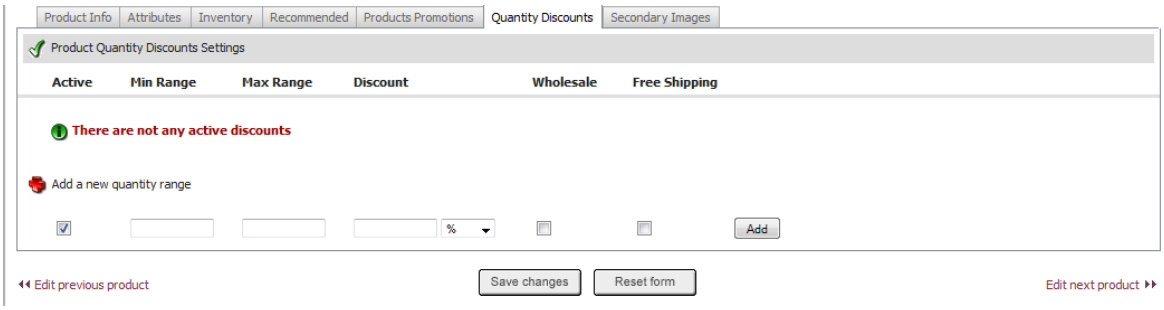


Figure 2-11-1: Quantity Discounts

4. Click **Add** button under **Action** to add a new quantity range.

2.1.6.2 Edit a Quantity Range

You can use this option to edit a quantity range, to modify the discount offered to a product. To **edit a quantity range**, follow the steps:

1. Open 19 the **Product (Update)** page.
2. In the **Product (Update)** page, click on the **Quantity Discounts** tab.
3. You can modify all the information under **Quantity Discounts** for the existing quantity range.

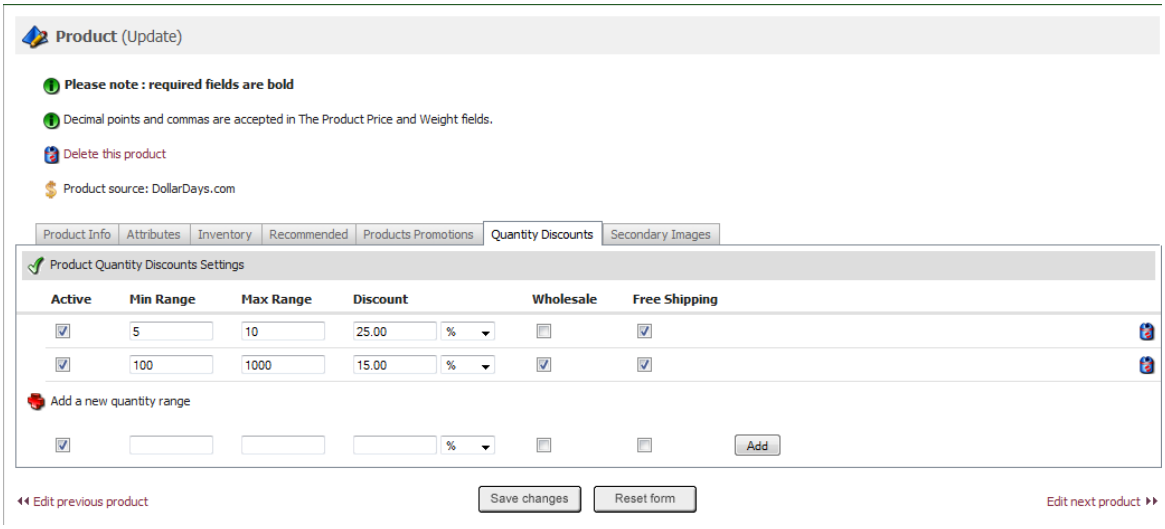


Figure 2-12-1: Edit Quantity Discounts

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

2.1.6.3 Delete a Quantity Range

You can use this option to delete a quantity range, to remove the discount offered on a product. To **delete a quantity range**, follow the steps:

1. Open 19 the **Product (Update)** page.
2. In the **Product (Update)** page, click on the **Quantity Discounts** tab.
3. Under **Quantity Discounts**, check the box for the quantity range you want to remove and click on the **Delete** link.

A pop up appears asking for confirmation, as shown in the Figure 2-13-1 below.

Figure 2-13-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

2.1.7 Secondary Images Overview

You can use this section to add more than one image for an existing or new product. In addition, you can also decide whether the image should be visible on the user site or not. To know more about creating and managing these images, click on the links below.

Add Secondary Image(s) 33
Edit Secondary Image(s) 34
Delete a Secondary Image 34

2.1.7.1 Add Secondary Image(s)

You can use this option to add secondary image(s) for a product. To **add secondary image(s) for a product**, follow the steps:

1. Open the Product (Insert) 12 or Product (Update) 19 page.
2. In the Product (Insert) 14 or Product (Update) 22 page, click on the **Secondary Images** tab to open Upload a New Secondary Image(s) 33 page.

Note: You can also **delete the product** from the **Upload a New Secondary Image(s)** page. To **delete the product**, click **Delete this product** link on top of the page.

3. Click **Browse** under **Upload a New Secondary Image(s)** and navigate to the image that you would like to upload for the product.

Note: Uncheck the **Is this image visible on user site box**, if you want to hide the image on the user site. Otherwise, let it remain checked if you want this image to be visible on the user site. By default, the box is checked.

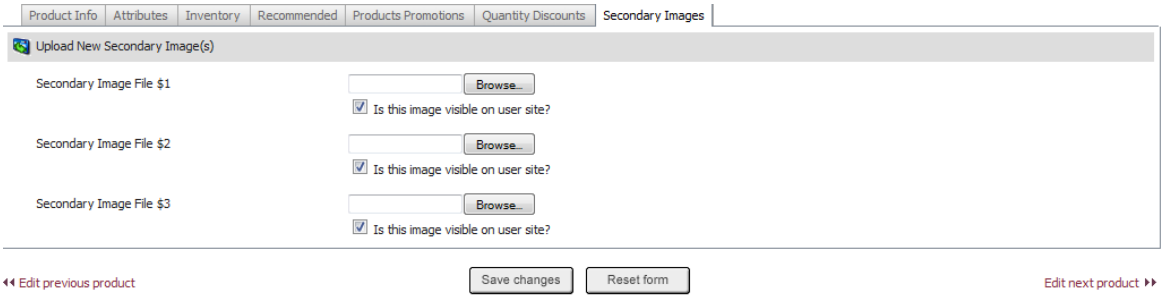


Figure 2-14-1: Upload a New Secondary Image(s)

4. If you want to reset the form, click on the **Reset form** button.

© 2010

5. Click **Save changes** button to upload the secondary image(s) for a product.

2.1.7.2 Edit Secondary Image(s)

You can use this option to decide whether to display the secondary image(s) for a product on the user site or not. To **edit secondary image(s) for a product**, follow the steps:

1. Open the Product (Insert) 12 or Product (Update) 19 page.
2. In the Product (Insert) 14 or Product (Update) 22 page, click on the **Secondary Images** tab.
3. You can view the added secondary image(s) under **Product Secondary Images**, as shown in the Figure 2-15-1.

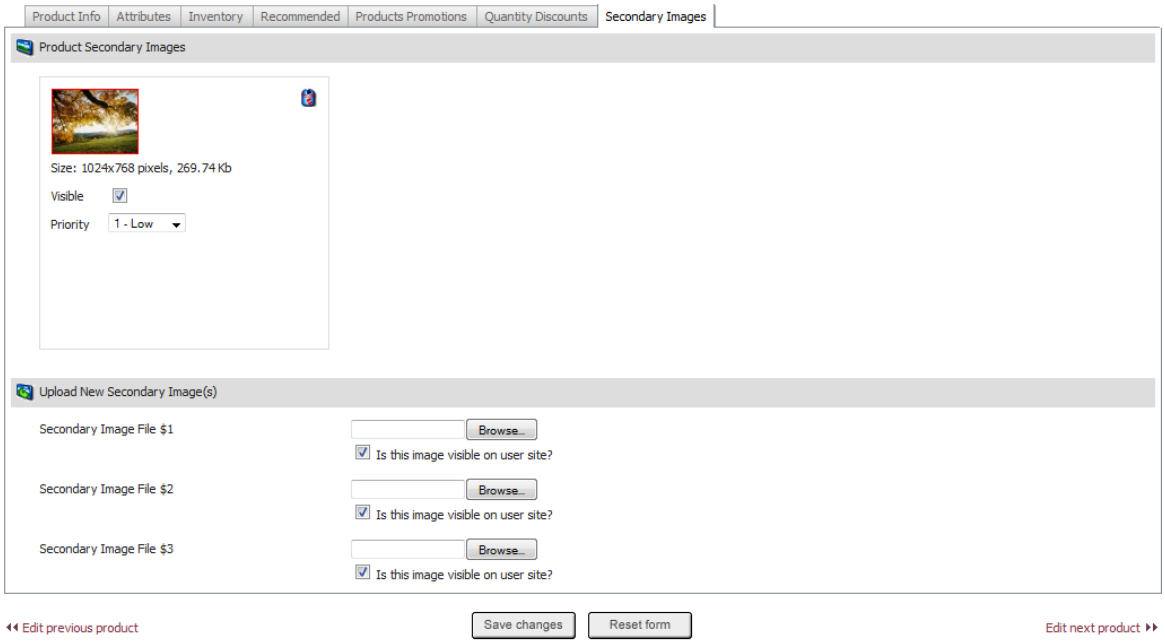


Figure 2-15-1: Product Secondary Images

4. Under **Product Secondary Images**, uncheck the **Is this image visible on user site** box, if you want to hide the image on the user site. Otherwise, let it remain checked to make the image visible on the user site. By default, the box is checked.
5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information.

2.1.7.3 Delete a Secondary Image

You can use this option to delete the secondary image for a product. To **delete a secondary image for a product**, follow the steps:

1. Open the Product (Insert) 12 or Product (Update) 19 page.

2. In the Product (Insert) 14 or Product (Update) 22) page, click **Secondary Images** tab.
3. Under **Product Secondary Images**, click on the **Delete this image** link for the secondary image you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-16-1 below.

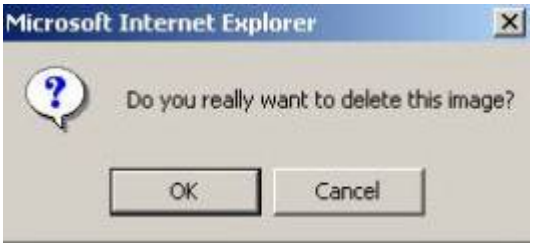
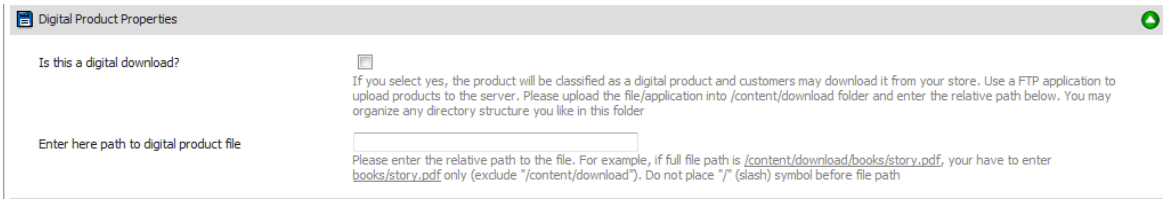


Figure 2-16-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

2.1.8 Digital Downloads

The Digital Downloads feature allow you to sell downloadable items to your customers. To activate this feature you must go to Digital Products 135 area in the cart which is located under **'Cart Settings'** > **'Global Cart Settings'** > **'Digital Products'**. Once activated, you will notice another section within the **Add Product** area of TurnKey Commerce.


Digital Product Properties
Is this a digital download?
If you select yes, the product will be classified as a digital product and customers may download it from your store. Use a FTP application to upload products to the server. Please upload the file/application into /content/download folder and enter the relative path below. You may organize any directory structure you like in this folder
Enter here path to digital product file
Please enter the relative path to the file. For example, if full file path is /content/download/books/story.pdf, your have to enter books/story.pdf only (exclude "/content/download"). Do not place "/" (slash) symbol before file path

This area will allow you to enter in the URL to the digital product located on your server. When this product is ordered, TurnKey Commerce will present the customer with a "masked" URL to the product so they can download the product. The customer will never see the true location of the product, preventing unauthorized downloads of your product.

© 2010

2.2 Manage Categories Overview

You can use this section to manage the various functions related to the management of categories. Categories, along with the search function, allow customers to easily find items within your store. Please take the time make sure your categories are set up in an easy-to-understand matter.

> ***Marketing Tip:*** If at all possible, try to limit the number of **Parent Categories** to under 15 if possible, this will prevent users from getting overwhelmed when they first land on your home page.

The following activities can be done with regards to a category:

Add a New Category or Subcategory 36
Edit an Existing Category 40

2.2.1 Add a New Category or Subcategory

To **Add a New Category** or **Subcategory**, follow the steps:

1. Click **Add a New Category**, as shown in the Figure 2-1-1 below.

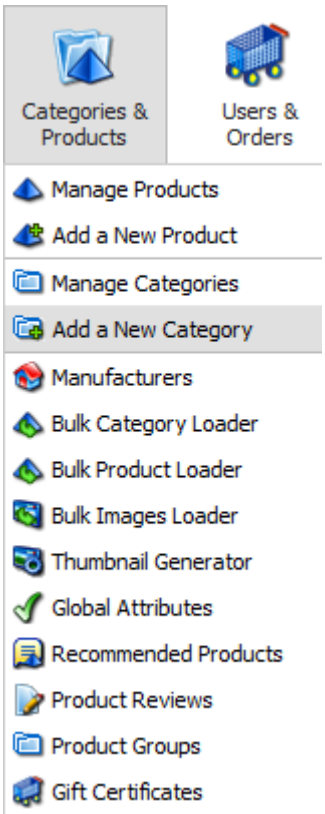


Figure 2-1-1: Add a New Category

© 2010

The **Category (Insert)** page opens.

Note: You can also open the **Category (Insert)** page directly, by clicking on **Add a New Category** link in the Admin Area Home page 9.

2. **Parent Category:** Select **Category Root** to create a **new category**, as shown in the Figure 2-1-2 37 below.

Marketing Tip: Keep you category names very short and specific

Note: Select any **parent category** from the available categories, to add or create a **child category** (**Subcategory**) under it.

You can also **add a subcategory**, by clicking **Add Subcategory** icon from Manage Catalog Categories page. 41

Category (Insert)
Please note : required fields are bold
Category Properties
Parent Category
Select Parent Category
Category Root
test
To add a parent category, highlight Category Root at the top. To assign a child category, highlight the category you want the new category appear under

Figure 2-1-2: Parent Category

3. **Category Properties:** Enter the following information:
   a. **Category Name:** Type the name of the category.
   b. **Category Key:** Used for bulk uploading of products with the bulk loader feature. It may be the same as the category name, but without spaces (example: Music_and_Movies).
   c. **Category Header:** Here you can add an additional information about the category, mainly for SEO purposes.
   d. **Is Category Visible to Users:** Uncheck the box if you don't want this category visible to the user. Otherwise, let it remain checked. By default, the box is checked.
   e. **List Subcategories on Catalog Page:** Check the box if you want to list subcategories on the Catalog Page. Otherwise, let it remain unchecked.
   f. **Priority:** Use priority to have products listed higher within TurnKey Commerce. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher the product will be listed.

© 2010

Note: All categories at the same level in a catalog tree are sorted by priority.

Categories with the same priority are sorted alphabetically.

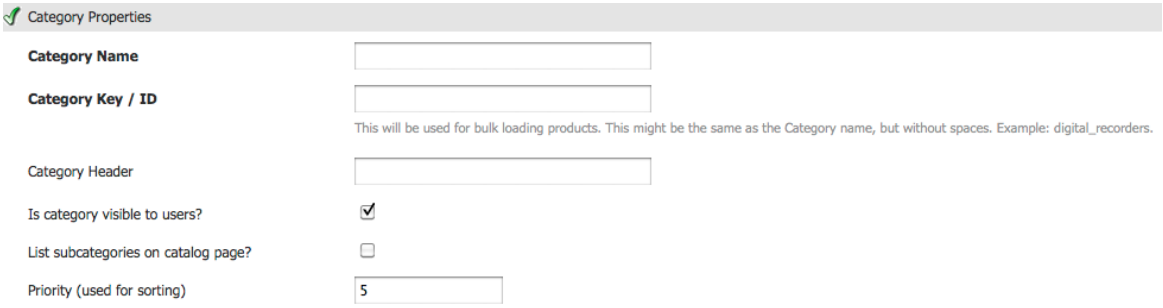

Category Properties
Category Name
Category Key / ID
This will be used for bulk loading products. This might be the same as the Category name, but without spaces. Example: digital_recorders.
Category Header
Is category visible to users?
List subcategories on catalog page?
Priority (used for sorting)
5

Figure 2-1-3: Category Properties

4. **Category Properties:** Enter the following information:
   a. **Meta Keywords, Title, and Description:** In these fields you want to input your meta information for SEO purposes
   b. **Category page URL template:** Template Variables to use in this section are: %CategoryKey%, %CategoryName%, %CategoryDbId% - at least one variable required

5. **Category Description:** Type a description for the category, as shown in the Figure 2-1-4 below.

© 2010

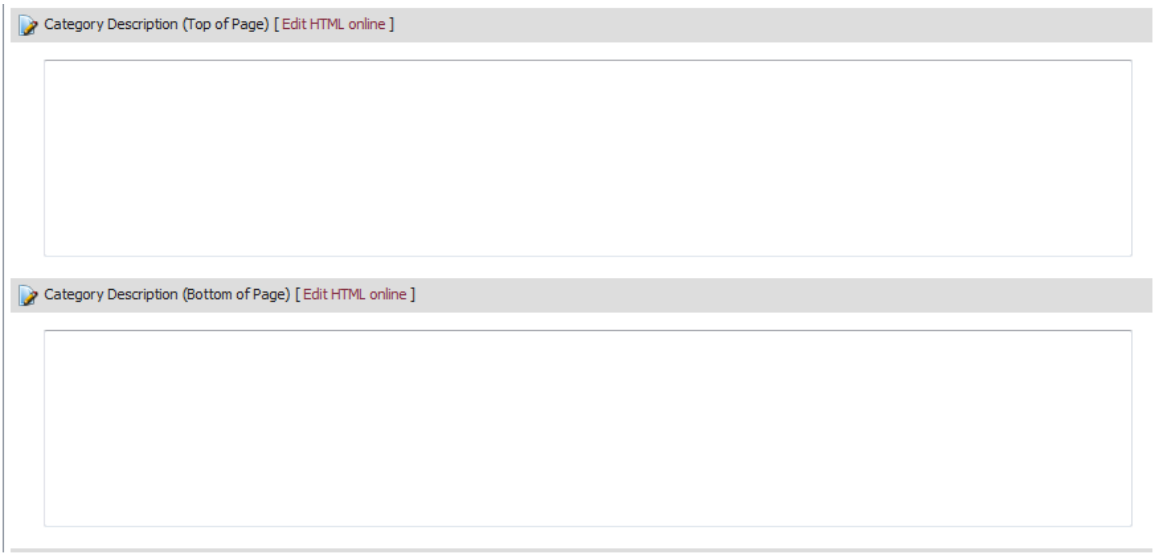


Figure 2-1-4: Category Description

6. You can also create an eye-catching description, by clicking **Edit HTML Online** in **Category Description**, as shown in Figure 2-1-5 below. This field allows you to enter HTML-enriched category description.

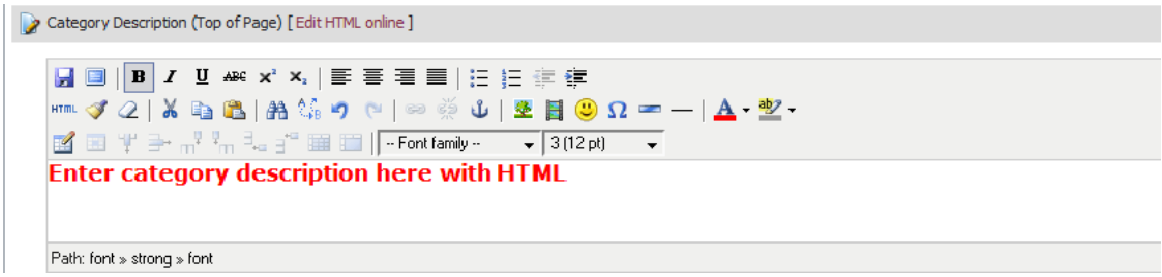

Category Description (Top of Page) [Edit HTML online]
-- Font family --
3 (12 pt)
Enter category description here with HTML
Path: font » strong » font

Figure 2-1-5: Online HTML Editor

7. **Category Image:** Click **Browse** and navigate to the image that you would like to upload for the category. The images can be in JPG, PNG and GIF format.

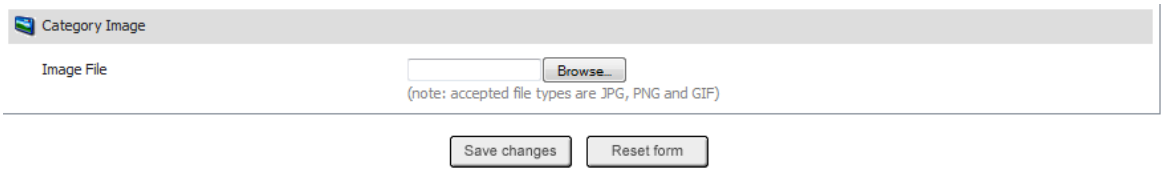


Figure 2-1-6: Category Image

8. If you want to reset the form, click on **Reset form** button.
9. Click **Save changes** button to save the details about the category. You will get a confirmation message that the new products category has been successfully created.

© 2010

2.2.2 Edit an Existing Category

You can use this option to edit an existing category. To **edit an existing category**, follow the steps:

1. Click **Manage Categories**, as shown in the Figure 2-2-1 below.

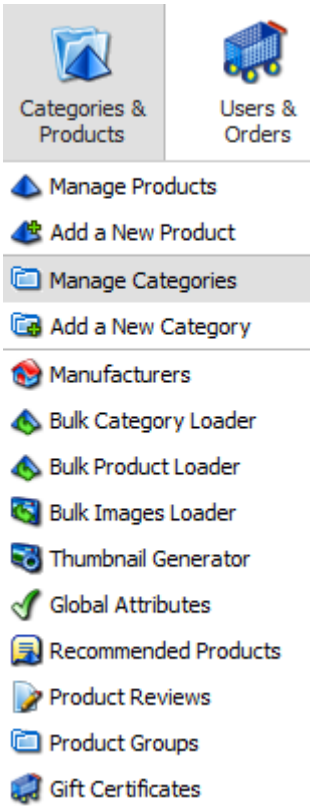


Figure 2-2-1: Manage Categories

2. The **Manage Catalog Categories** page will open, as shown in the Figure 2-2-2 41 below.

Note: You can also open the **Manage Catalog Categories** page directly, by clicking on the **Manage Categories** link in the Admin Area Home page 9.

You can also **add a subcategory**, by clicking **Add Subcategory** icon from Manage Catalog Categories page. 41

You can also **add a new category** from the **Manage Catalog Categories** page. To **add a new category**, click **Add a New Category** link on top of the page.

© 2010

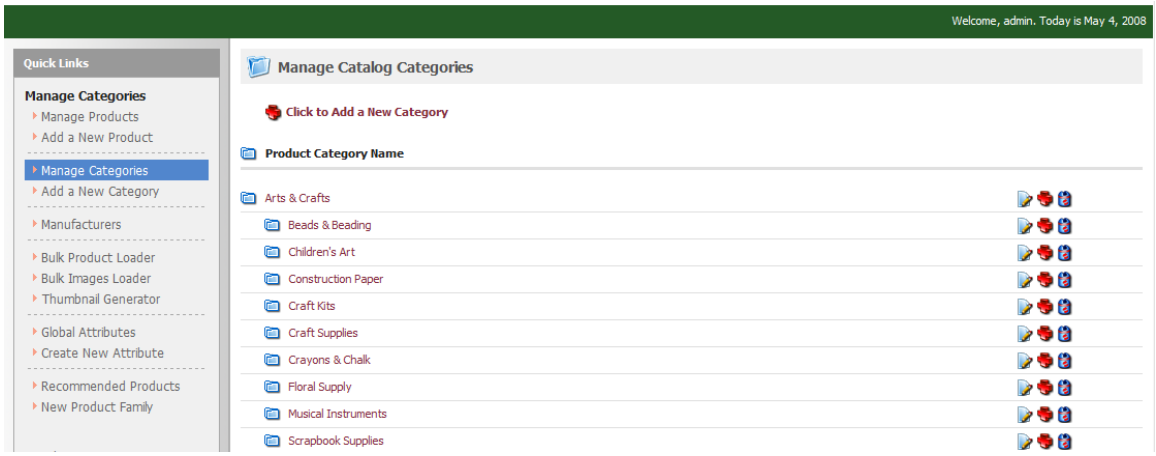


Figure 2-2-2: Manage Catalog Categories

3. Click **Edit Category** icon for the category you want to modify.
4. The **Category (Update)** page opens, as shown in the Figure 2-2-3 42 below, where you can modify all the parameters of that category.

Note: You can also **delete the category** from the **Category (Update)** page. To delete the category, click **Remove this category** link on top of the page.

© 2010

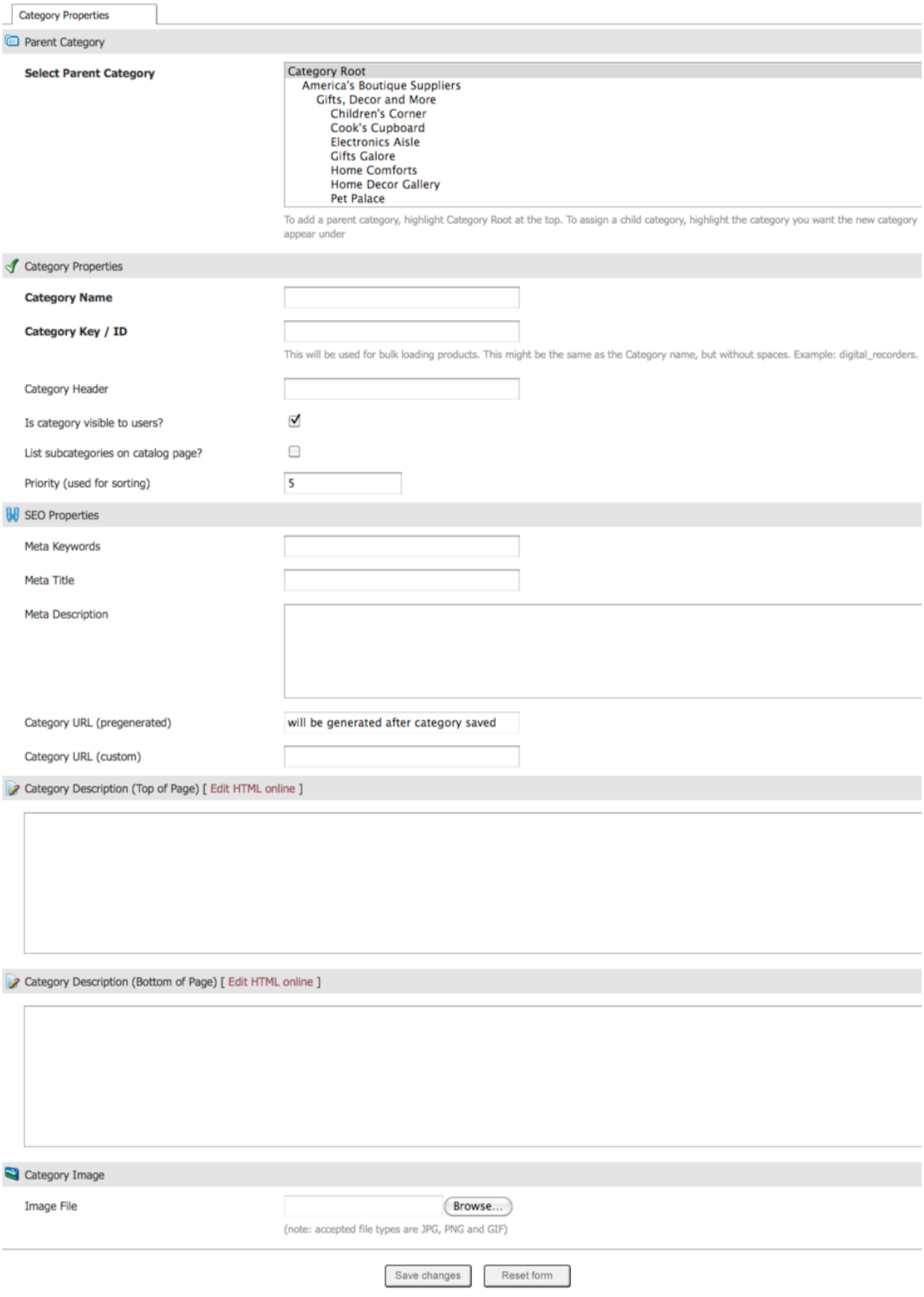

Category Properties
Parent Category
Select Parent Category
Category Root
America's Boutique Suppliers
Gifts, Decor and More
Children's Corner
Cook's Cupboard
Electronics Aisle
Gifts Galore
Home Comforts
Home Decor Gallery
Pet Palace
To add a parent category, highlight Category Root at the top. To assign a child category, highlight the category you want the new category appear under
Category Properties
Category Name
Category Key / ID
This will be used for bulk loading products. This might be the same as the Category name, but without spaces. Example: digital_recorders.
Category Header
Is category visible to users?
List subcategories on catalog page?
Priority (used for sorting)
5
SEO Properties
Meta Keywords
Meta Title
Meta Description
Category URL (pregenerated)
will be generated after category saved
Category URL (custom)
Category Description (Top of Page) [Edit HTML online]
Category Description (Bottom of Page) [Edit HTML online]
Category Image
Image File
Browse...
(note: accepted file types are JPG, PNG and GIF)
Save changes
Reset form

Figure 2-2-3: Category (Update)

5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information. You will get a confirmation message that the category data has been successfully updated.

2.2.3 Delete an Existing Category

You can use this section to delete an existing administrator account. To **delete an existing administrator account**, follow the steps:

1. Open 113 the **Site Administrators** page.
2. Click **Delete Account** icon for a category you want to remove. A pop up appears asking for confirmation, as shown in the Figure 5-4-1 below.

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the administrator account has been successfully removed.

2.3 Manufacturers

You can use this section to add and manage the product manufacturers details with their logo. In addition, you can also decide whether the manufacturer should be visible on the user site or not. Once the manufacturer is visible on the user site, the customer can find all the products under that manufacturer only by selecting the manufacturer name from the drop-down menu. So, the manufacturers will help the customers to find products more easily. To know more about creating and managing the manufacturers, click on the links below.

Add a Manufacturer 43
Edit 45
Delete 46

2.3.1 Add a Manufacturer

You can use this option to add a product manufacturer. To **add a new product manufacturer**, follow the steps:

1. Click **Manufacturers**, as shown in the Figure 2-18-1 below.

© 2010

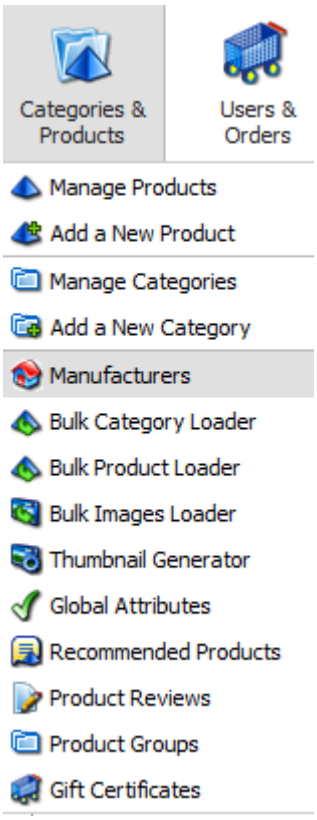


Figure 2-18-1: Manufacturers

The **Manufacturers Settings** page opens, as shown in the Figure 2-18-2 45 below.

Note: You can also open the **Manufacturers Settings** page directly, by clicking on **Manufacturers** link in the Admin Area Home page 9.

2. Scroll down to **Add a New Manufacturer** and then enter the following information:
    a. **Manufacturer Name:** Enter the product manufacturer name.
    b. **Manufacturer ID:** Enter the product manufacturer ID.
    c. **Logo Image:** Click **Browse** and navigate to the logo that you would like to upload for the product manufacturer. The logo image can be in JPG, PNG or GIF format.

Note: Check the **Available** box for a product manufacturer to view the selected manufacturer name on the user site. Otherwise, let it remain unchecked to hide the product manufacturer name on the user site.

© 2010

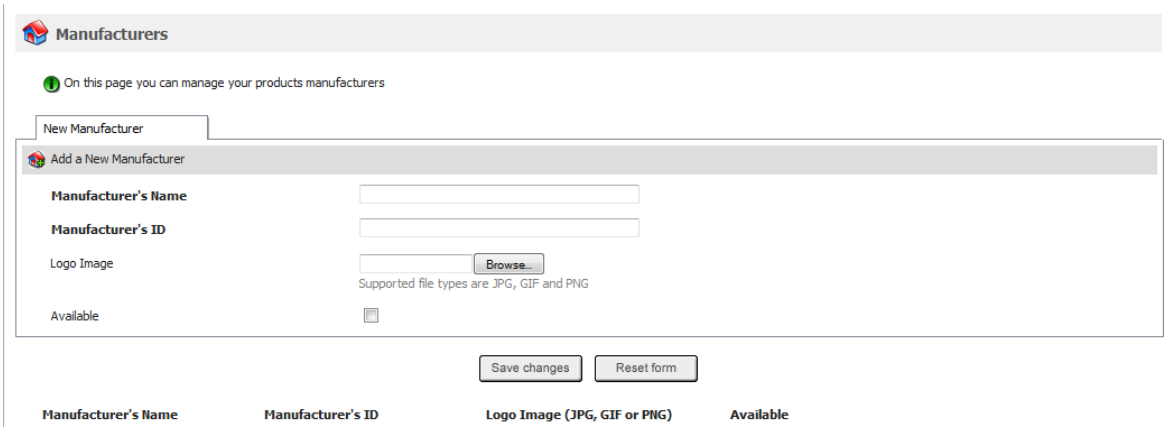


Figure 2-18-2: Manufacturers Settings

3. Click **Save Changes** button and repeat **Step 2 until you are done adding Manufacturers**.

2.3.2 Edit a Manufacturer

You can use this option to edit a manufacturer details. To **edit a manufacturer details**, follow the steps:

1. Open 43 the **Manufacturers Settings** page with existing manufacturers, as shown in the Figure 2-19-1.
2. You can modify all the parameters for an existing manufacturer.

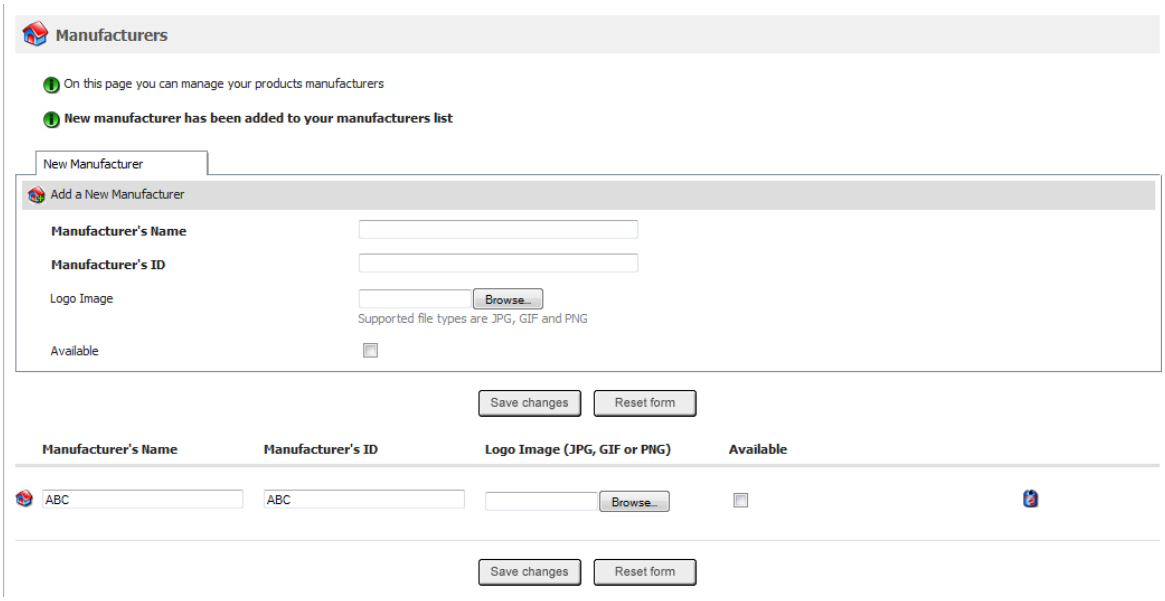


Figure 2-19-1: Manufacturers Settings page with existing manufacturers

3. If you want to reset the form, click on the **Reset form** button.
4. Click **Save changes** button to update the information.

2.3.3 Delete Manufacturers

You can use this option to delete a product manufacturer. To **delete a product manufacturer**, follow the steps:

1. Open 43 the **Manufacturers Settings** page with existing manufacturers.
2. Click **Delete** button for a manufacturer you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-20-1 below.

Figure 2-20-1: Delete Confirmation

3. Confirm deletion process, by clicking on **OK** button.

2.4 Bulk category Loader

This section will allow you to upload category data into your shopping cart from a . CSV file only. Most database programs (including Excel) will allow you to import or save data in this format. The data must have a delimiter (comma or semicolon) and each line must contain data specific to the category. Once uploaded, TurnKey Commerce will ask you which column represents what data type (Category Key, Name, Meta keywords, etc). TurnKey Commerce uses Category Key as a data key and any category with a duplicate key will be overwritten with the new data. This is a 3 step process and the data will not be stored until the final step is complete.

1. Click **Bulk Category Loader**, as shown in the Figure 2-21-1 below.

© 2010

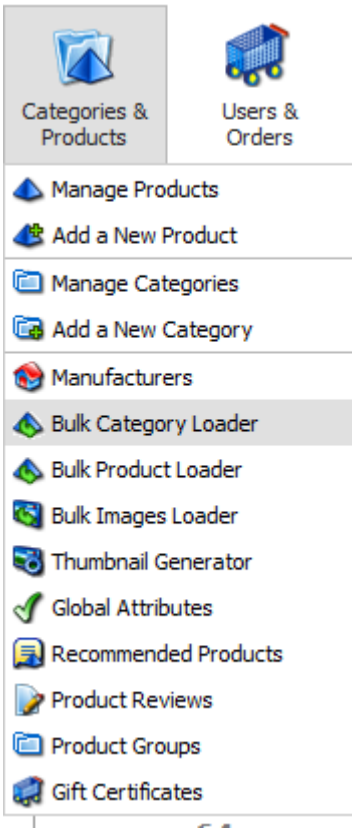


Figure 2-21-1: Bulk Products Loader

The **Bulk Uploading Of Categories (Step 1 of 3)** page will open.

Note: You can also directly open the **Bulk Uploading Of Categories (Step 1 of 3)** page, by clicking on **Bulk Categories Loader** link in the Admin Area Home page 9.

2. **Uploading Settings:** Enter the following information:
   a. **Data Separator:** Select from the drop down menu, **comma** or **semicolon**, which is used as a data separator.
   b. **Data Update Rule:** Select from the drop down menu, if the bulk loader has a duplicate Category Key, should it overwrite the existing data with the bulk loaded data, keep it and add new, clear all the products from the selected category first and then add a new bulk loaded data or update existing products only.
   c. **Uploaded Categories Availability:** Use this option to enable/disable display of these categories on TurnKey Commerce. Select from the drop down menu, **Catagories are Available For Sale**, if you want to display these categories on TurnKey Commerce. Otherwise, select **Categories are Not Available For Sale**, if you do not want to display these categories on TurnKey Commerce. Incase you would like to display some of the categories this has to be done manually.

© 2010

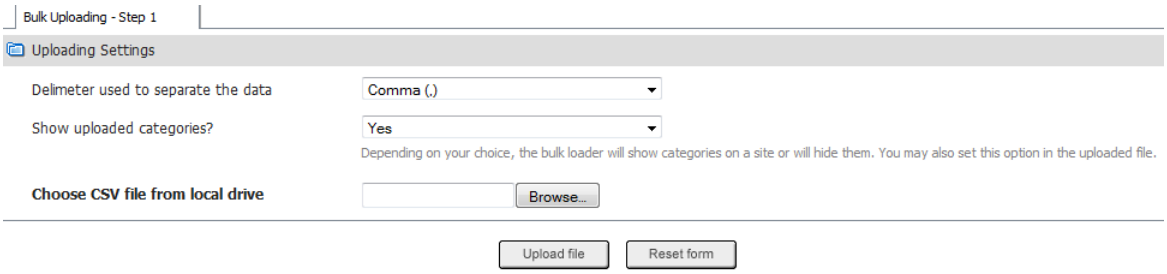

Bulk Uploading - Step 1
Uploading Settings
Delimeter used to separate the data
Comma (,)
Show uploaded categories?
Yes
Depending on your choice, the bulk loader will show categories on a site or will hide them. You may also set this option in the uploaded file.
Choose CSV file from local drive
Browse...
Upload file
Reset form

Figure 2-21-2: Uploading Settings

3. Click **Browse** to select the .**CSV file** with products data.
4. If you want to reset the form, click on the **Reset form** button.
5. Click **Upload file** button to save the data.

The **Bulk Uploading Of Categories (Step 2 of 3)** page will open, as shown in the Figure 2-21-3.

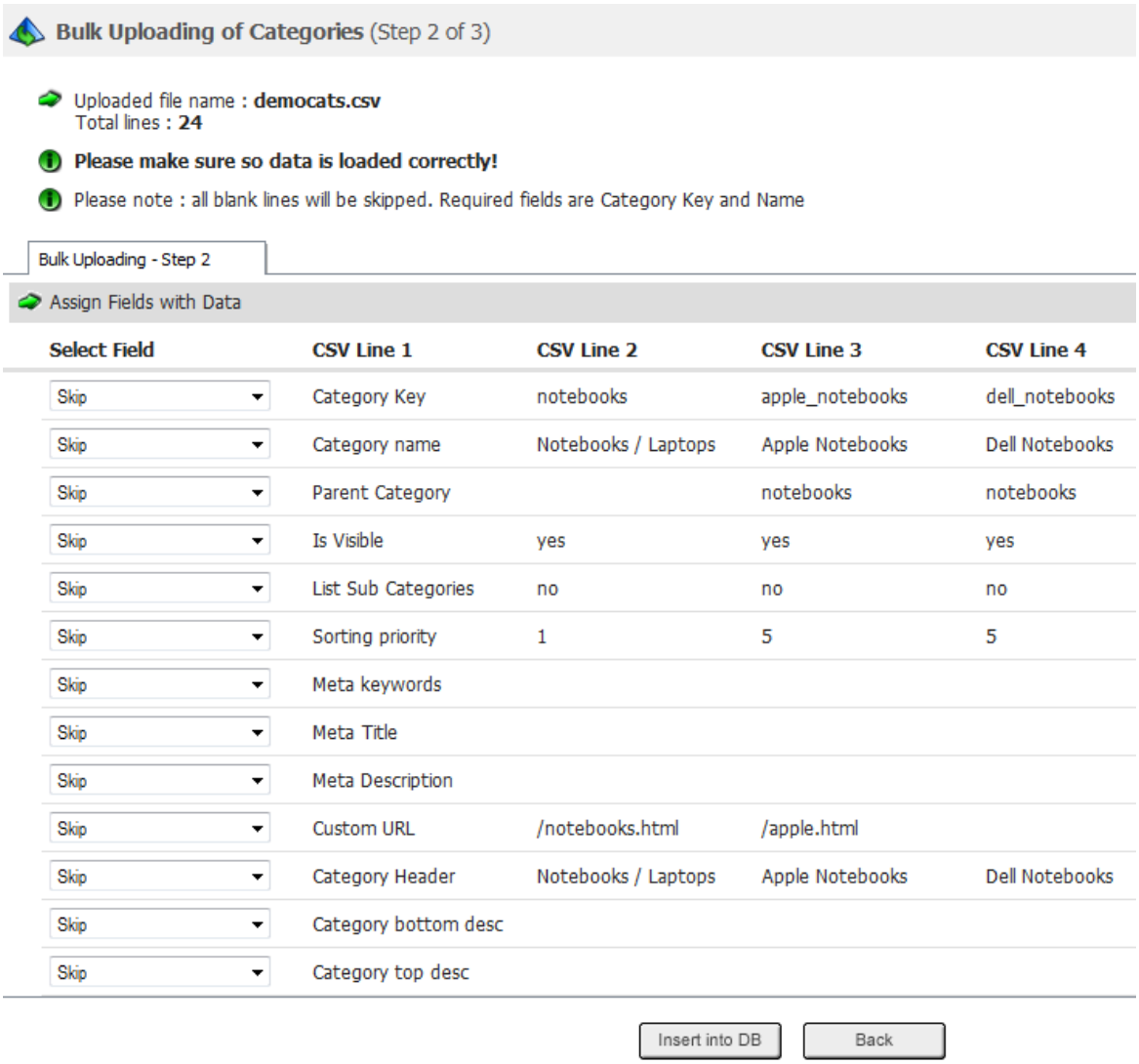


Figure 2-21-3: Bulk Uploading Of Categories (Step 2 of 3)

© 2010

6. Select the respective titles for the data in the lines from the **drop down menu.**
7. Click **Back** button to go back to **Bulk Uploading Of Categories (Step 1 of 3)** page.
8. Click **Insert into DB** button to go to the next-step.

The **Bulk Uploading Of Categories (Step 3 of 3)** page will open, as shown in Figure 2-21-5. This page will show the complete details regarding the **Bulk uploaded categories**.

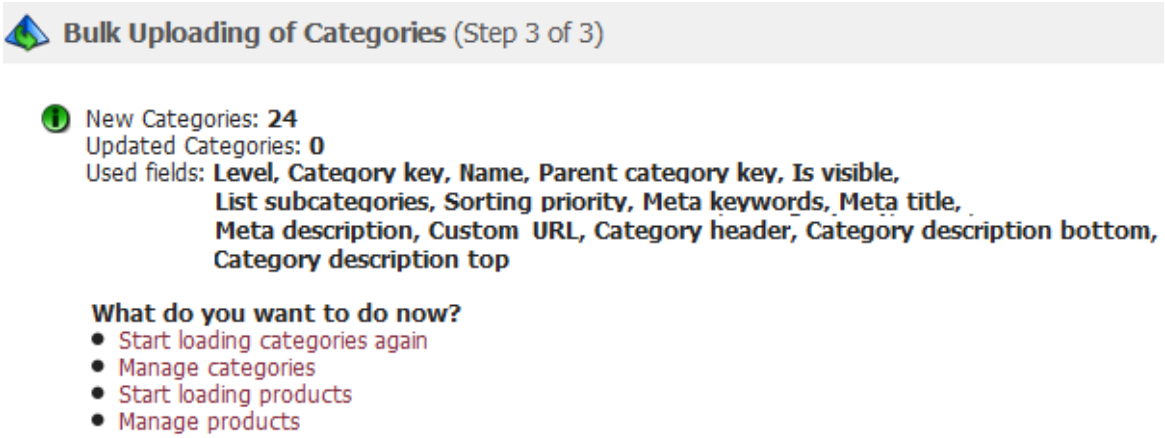

Bulk Uploading of Categories (Step 3 of 3)
New Categories: 24
Updated Categories: 0
Used fields: Level, Category key, Name, Parent category key, Is visible,
List subcategories, Sorting priority, Meta keywords, Meta title,
Meta description, Custom URL, Category header, Category description bottom,
Category description top
What do you want to do now?
Start loading categories again
Manage categories
Start loading products
Manage products

Figure 2-21-5: Bulk Uploading Of Categories (Step 3 of 3)

2.5 Bulk Uploading of Products

This section allows you to upload product data into your TurnKey Commerce using a . CSV file. Most database programs (including Excel) will allow you to import or save data in this format. Once uploaded, TurnKey Commerce will ask you which column represents what data type (Product ID, Product Name, Price, etc.). TurnKey Commerce uses Product ID as its data key, so products with a duplicate Product ID will be overwritten with the new data. This is a 3-step process and the data will not be stored until the final step is complete.

1. Click **Bulk Products Loader**, as shown in the Figure 2-21-1 below.

© 2010

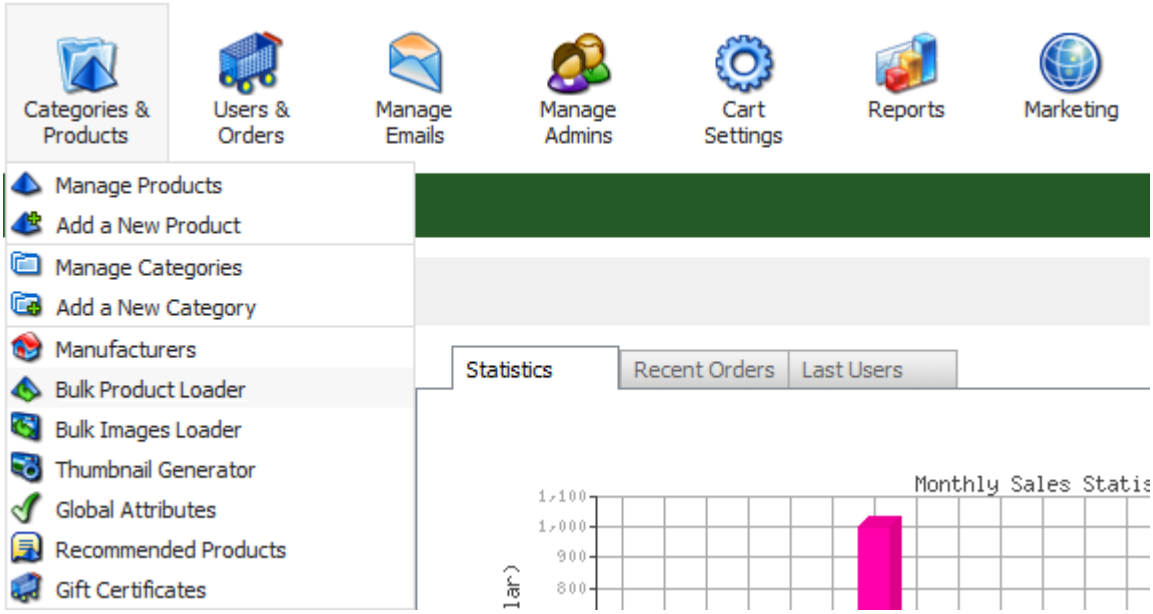


Figure 2-21-1: Bulk Products Loader

The **Bulk Uploading Of Products (Step 1 of 3)** page will open.

Note: You can also directly open the **Bulk Uploading Of Products (Step 1 of 3)** page, by clicking on **Bulk Products Loader** link in the Admin Area Home page 9.

2. **Category:** Select a **Category** that allows selecting products category with undefined category keys. The products with undefined category will be moved to this category.

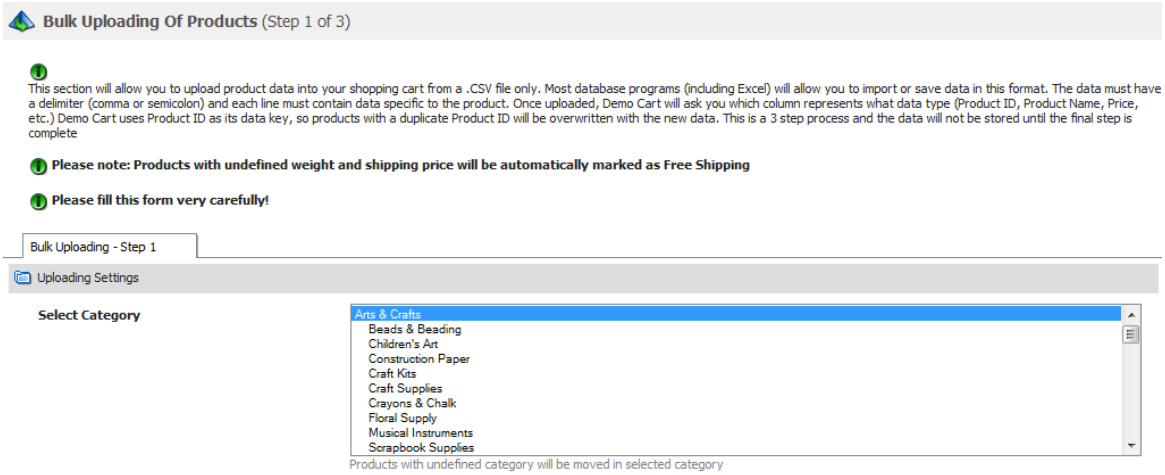

Bulk Uploading Of Products (Step 1 of 3)
This section will allow you to upload product data into your shopping cart from a .CSV file only. Most database programs (including Excel) will allow you to import or save data in this format. The data must have a delimiter (comma or semicolon) and each line must contain data specific to the product. Once uploaded, Demo Cart will ask you which column represents what data type (Product ID, Product Name, Price, etc.) Demo Cart uses Product ID as its data key, so products with a duplicate Product ID will be overwritten with the new data. This is a 3 step process and the data will not be stored until the final step is complete
Please note: Products with undefined weight and shipping price will be automatically marked as Free Shipping
Please fill this form very carefully!
Bulk Uploading - Step 1
Uploading Settings
Select Category
Arts & Crafts
Beads & Beading
Children's Art
Construction Paper
Craft Kits
Craft Supplies
Crayons & Chalk
Floral Supply
Musical Instruments
Scrapbook Supplies
Products with undefined category will be moved in selected category

Figure 2-21-2: Default Products Category

3. **Uploading Settings:** Enter the following information:
   a. **Data Separator:** Select from the drop down menu, **comma** or **semicolon**, which is used as a data separator.
   b. **Data Update Rule:** Select from the drop down menu, if the bulk loader has a duplicate Product ID, should it overwrite the existing data with the bulk loaded data, keep it and add new, clear all the products

from the selected category first and then add a new bulk loaded data or update existing products only.

c. **Uploaded Products Availability:** Use this option to enable/disable display of these products on TurnKey Commerce. Select from the drop down menu, **Products Are Available For Sale**, if you want to display these products on TurnKey Commerce. Otherwise, select **Products Are Not Available For Sale**, if you do not want to display these products on TurnKey Commerce. Incase you would like to display some of the products this has to be done manually.

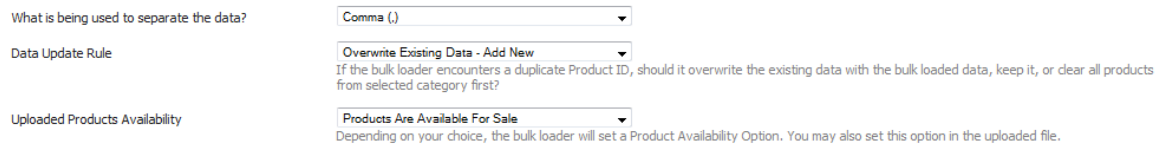

What is being used to separate the data?
Comma (,)
Data Update Rule
Overwrite Existing Data - Add New
If the bulk loader encounters a duplicate Product ID, should it overwrite the existing data with the bulk loaded data, keep it, or clear all products from selected category first?
Uploaded Products Availability
Products Are Available For Sale
Depending on your choice, the bulk loader will set a Product Availability Option. You may also set this option in the uploaded file.

Figure 2-21-3: Uploading Settings

4. Click **Browse** to select the .**CSV file** with products data.

Figure 2-21-4: File With Products

5. If you want to reset the form, click on the **Reset form** button.
6. Click **Upload file** button to save the data.

The **Bulk Uploading Of Products (Step 2 of 3)** page will open, as shown in the Figure 2-21-5.

Note: All blank lines and lines with wrong price will be skipped.

© 2010

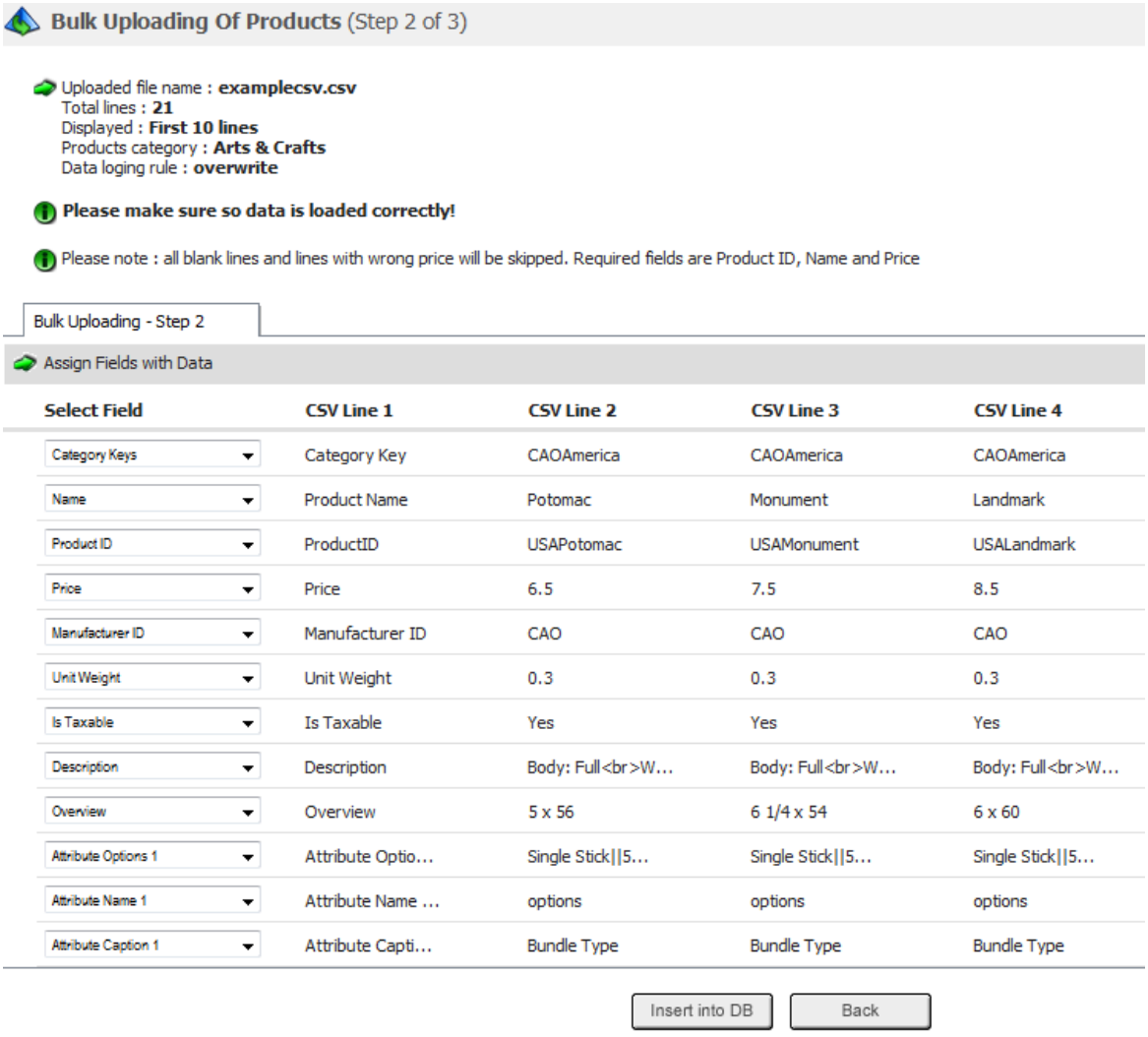


Figure 2-21-5: Bulk Uploading Of Products (Step 2 of 3)

7. Select the respective titles for the data in the lines from the **drop down menu.**
8. Click **Back** button to go back to **Bulk Uploading Of Products (Step 1 of 3)** page.
9. Click **Insert into DB** button to go to the next-step.

The **Bulk Uploading Of Products (Step 3 of 3)** page will open, as shown in Figure 2-21-6. This page will show the complete details regarding the **Bulk uploaded products**.

© 2010

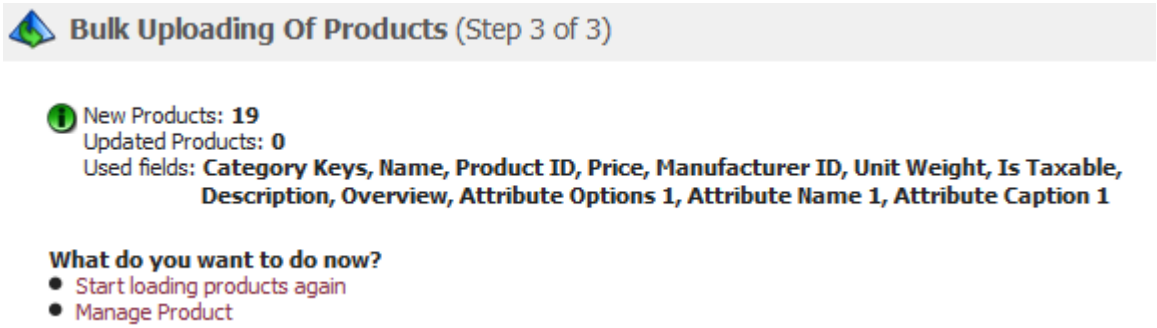

Bulk Uploading Of Products (Step 3 of 3)
New Products: 19
Updated Products: 0
Used fields: Category Keys, Name, Product ID, Price, Manufacturer ID, Unit Weight, Is Taxable, Description, Overview, Attribute Options 1, Attribute Name 1, Attribute Caption 1
What do you want to do now?
Start loading products again
Manage Product

Figure 2-21-6: Bulk Uploading Of Products (Step 3 of 3)

2.6 Bulk Images Loader

Bulk Images Loader allows you to add images to products already in your TurnKey Commerce. Please note, the file names need to be exactly the same as the Product ID to match the image with the product. For example, if the Product ID is **my_bike**, the image name must be my_bike.jpg or my_bike.png.

To create **Bulk Images Loader**, follow the steps:

1. Click **Bulk Images Loader**, as shown in the Figure 2-22-1 below.

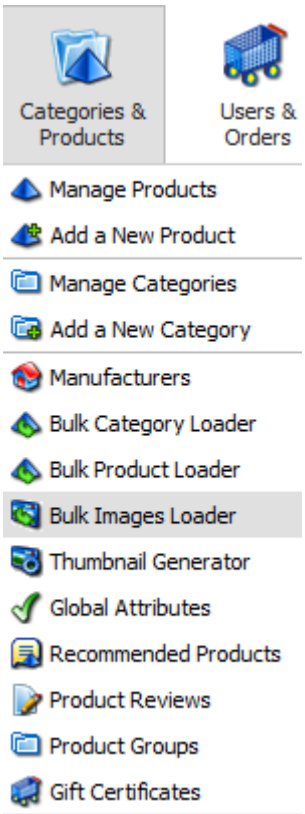


Figure 2-22-1: Bulk Images Loader

© 2010

The **Bulk Images Loader** page will open, as shown in the Figure 2-22-2 54 below.

Note: You can also directly open the **Bulk Images Loader** page, by clicking on the **Bulk Images Loader** link in the Admin Area Home page 9.

2. Click **Browse** to add images in **Bulk Images Loader** page.

Note: The images can be in JPG, PNG or GIF formats.

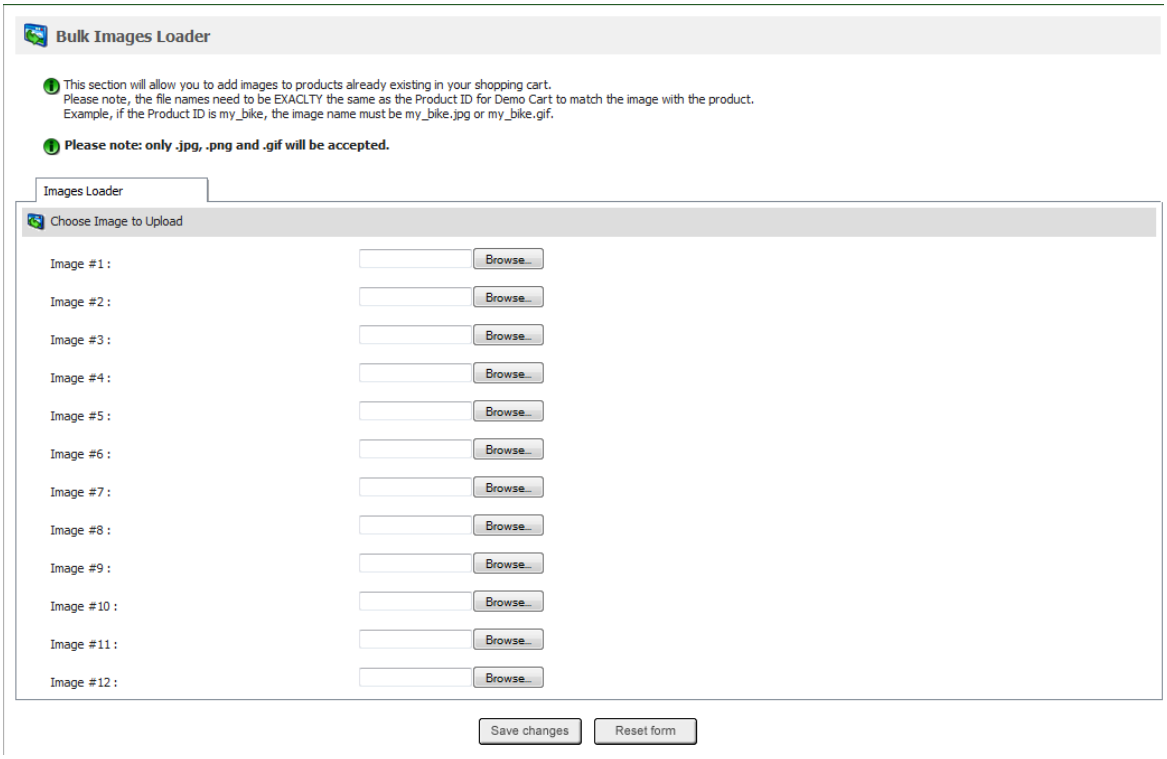

Bulk Images Loader
This section will allow you to add images to products already existing in your shopping cart.
Please note, the file names need to be EXACLTY the same as the Product ID for Demo Cart to match the image with the product.
Example, if the Product ID is my_bike, the image name must be my_bike.jpg or my_bike.gif.
Please note: only .jpg, .png and .gif will be accepted.
Images Loader
Choose Image to Upload
Image #1 :
Image #2 :
Image #3 :
Image #4 :
Image #5 :
Image #6 :
Image #7 :
Image #8 :
Image #9 :
Image #10 :
Image #11 :
Image #12 :
Browse...
Save changes
Reset form

Figure 2-22-2: Images Loader

3. If you want to reset the form, click on the **Reset form** button.
4. After adding images, click **Upload images** button to upload.

2.6.1 Bulk Images Using FTP

Bulk loading images via FTP is very easy. When bulk loading images via FTP, it's important to understand TurnKey Commerce uses **Product ID** as the data key for matching images to a product, therefore all images must have the same name as the **Product ID**. If they do not, and you don't want to change them manually, we suggest using another method to associate images to a product. The Bulk Images Loader 53 or adding a image when entering a product will work just as well.

Once all the images have the same name as the **Product ID,** open up your favorite FTP

client and login to the server where TurnKey Commerce is located. FTP to the following directory:

images/products

Upload all images into this directory.

Once complete, login back into the admin area of TurnKey Commerce and run the Thumbnail Generator 55.

Every time you add images via this method, you will need to generate new thumbnails using the generator.

2.6.2 Bulk Loader FAQ

Frequently Asked Questions regarding the Bulk Loader

Q. **How many products can the bulk loader import?**

A. If your file contains more than 2000 items, we suggest breaking up the file to prevent time out issues when importing the data. The Loader itself will accept an unlimited number of items, but the server may error due to amount of time it takes to move the data from your computer to the server.

Q. **How can bulk load attributes for a product using the loader?**

A. List all options in one column and separate them using a double bar or "||". Example: Blue || Red || Yellow || Brown.

Q. **How do I bulk load images?**

A. You can use the Bulk Image Loader 53 or the FTP method 54.

Q. **How can I bulk load only new products into the cart?**

A. Select "Keep Existing - Add New" under **Data Update Rule** in the Bulk Loader.

2.7 Thumbnail Generator

Thumbnail Generator can generate thumbnail images for all the JPG and PNG image files. The thumbnail generator can only work correctly, when the image file name exactly matches the Product ID for TurnKey Commerce to associate the image with the product.

To **generate thumbnail images**, follow the steps:

1. Click on **Thumbnail Generator**, as shown in the Figure 2-23-1 below.

© 2010

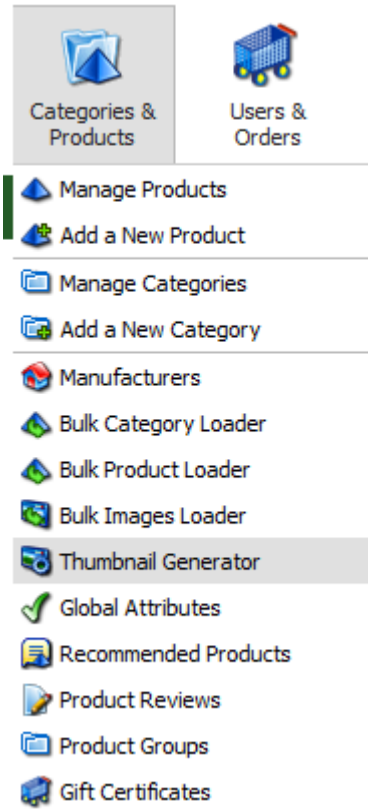


Figure 2-23-1: Thumbnail Generator

The **Thumbnail Generator (Step 1 of 3)** page will open, as shown in the Figure 2-23-2 below.

Note: You can also open the **Thumbnail Generator (Step 1 of 3)** page directly, by clicking on the **Thumbnail Generator** link in the Admin Area Home page 9.

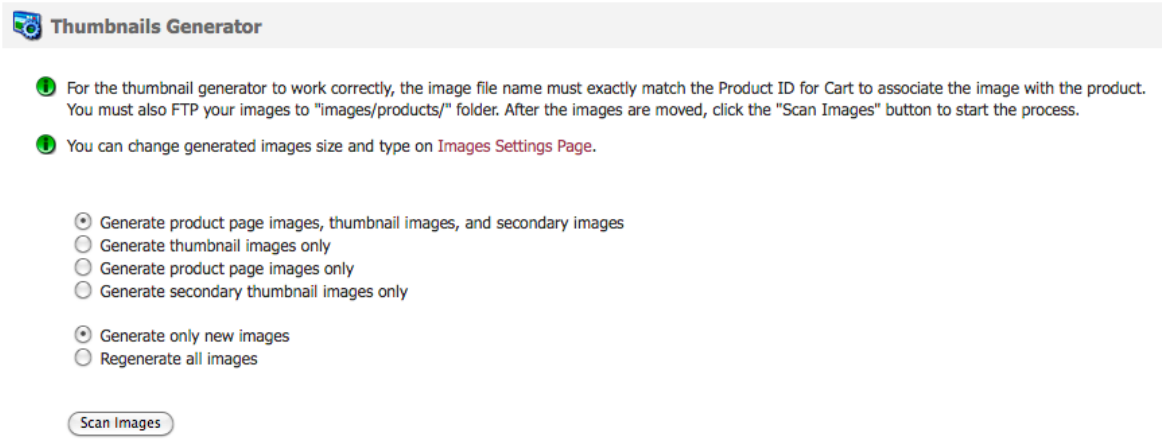

Thumbnails Generator
For the thumbnail generator to work correctly, the image file name must exactly match the Product ID for Cart to associate the image with the product. You must also FTP your images to "images/products/" folder. After the images are moved, click the "Scan Images" button to start the process.
You can change generated images size and type on Images Settings Page.
Generate product page images, thumbnail images, and secondary images
Generate thumbnail images only
Generate product page images only
Generate secondary thumbnail images only
Generate only new images
Regenerate all images
Scan Images

Figure 2-23-2: Thumbnail Generator (Step 1 of 3)

2. Click on the **Scan Folder** button to start the process.

© 2010

Note: Thumbnail images will be created only for **JPG** and **PNG** image files as GDLib used by TurnKey Commerce to generate thumbnails, no longer support the GIF images format. The GIF images will appear resized.

The **Thumbnail Generator (Step 2 of 3)** page will open with the result, as shown in the Figure 2-23-3 below.

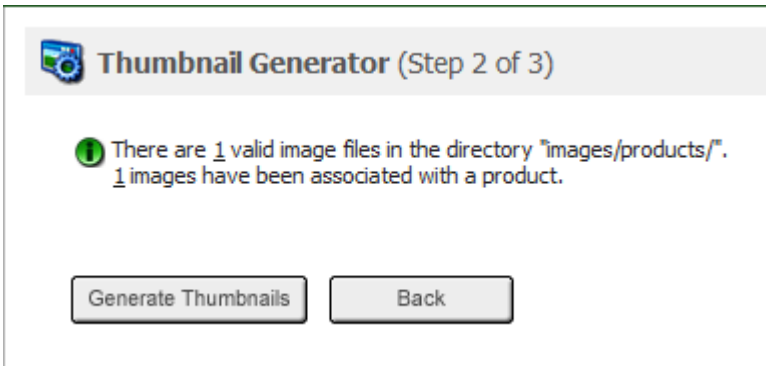

Thumbnail Generator (Step 2 of 3)
There are 1 valid image files in the directory "images/products/".
1 images have been associated with a product.
Generate Thumbnails
Back

Figure 2-23-3: Thumbnail Generator (Step 2 of 3)

3. Click on the **Back** button to go back to Thumbnail Generator (Step 1 of 3) 56 **[****]** 56 page 56.
4. Click on the **Generate Thumbnails** button to go to the next step.

The **Thumbnail Generator (Step 3 of 3)** page will open, as shown in the Figure 2-23-4.

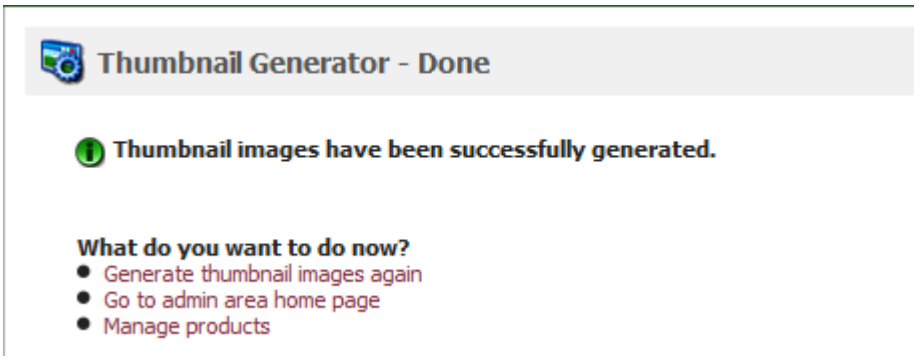

Thumbnail Generator - Done
Thumbnail images have been successfully generated.
What do you want to do now?
Generate thumbnail images again
Go to admin area home page
Manage products

Figure 2-23-4: Thumbnail Generator (Step 3 of 3)

After some time, you will get a confirmation message that the thumbnail images have been successfully generated.

2.8 Global Products Attribute Overview

You can use this section to create and manage global product attributes that will appear every time you add a product. But, remember it will appear only when you assign the global product attribute on the Product (Insert) 14 or Product (Update) 22 page. To know more about creating and managing global product attributes, click on the links below.

© 2010

Create New Global Products Attribute 58
Assign 61
Edit 61
Delete 62

2.8.1 Create New Global Products Attribute

You can use this option to create global product attributes that will appear every time you add a product. To **Create New Global Products Attributes**, follow the steps:

1. Click **Global Attributes**, as shown in the Figure 2-24-1 below.

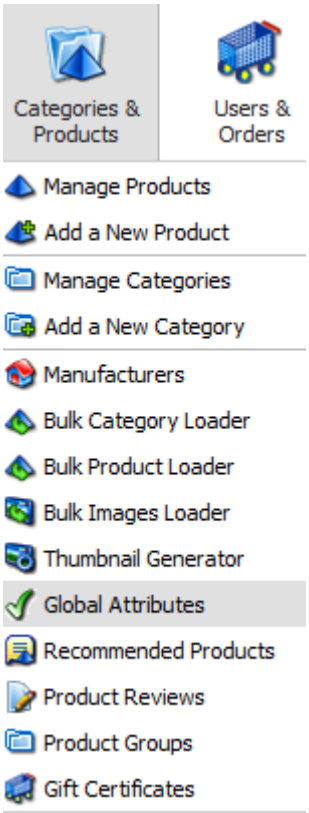


Figure 2-24-1: Global Attributes

The **Global Product Attributes** page will open, as shown in the Figure 2-24-2 below.

Note: You can also directly open the **Global Product Attributes** page, by clicking on the **Global Attributes** link in the Admin Area Home page 9.

2. Click on the **Click to Create a New Attribute** link.

Figure 2-24-2: Global Product Attributes

The **Global Product Attributes (insert)** page will open.

3. Select the **product categories** for the attribute, where it will be applied.

Note: You can select **multiple product categories** by holding the **Ctrl** button on your keyboard and then clicking on the **categories**.

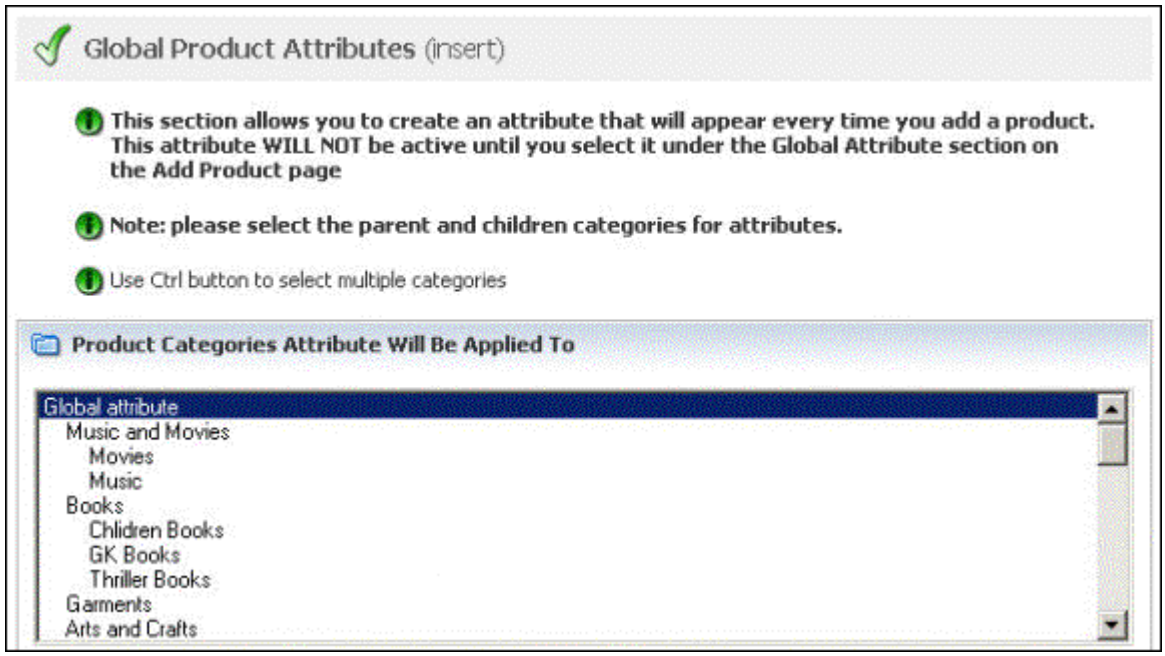

Global Product Attributes (insert)
This section allows you to create an attribute that will appear every time you add a product. This attribute WILL NOT be active until you select it under the Global Attribute section on the Add Product page
Note: please select the parent and children categories for attributes.
Use Ctrl button to select multiple categories
Product Categories Attribute Will Be Applied To
Global attribute
Music and Movies
Movies
Music
Books
Chlidren Books
GK Books
Thriller Books
Garments
Arts and Crafts

Figure 2-24-3: Global Product Attributes (insert)

4. **Global Product Attributes Settings:** Enter the following information:
   a. **Attribute Name:** Enter the name for the attribute.
   b. **Input Caption:** Type the text that will define the attribute on the Add Product Page.
   c. **Default Priority (used for sorting):** Select the default priority for the attribute from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The attribute with the highest priority will appear first.
   d. **Is Attribute Active For Products:** Select **Yes** from the drop down menu to activate the attribute on the Add Product Page. If **No** is selected, the attribute will not appear on the Add Product Page. By default, **No** is selected from the drop-down menu.
   e. **Choose an Attribute Type:** Select **Drop-Down Box** or **Text Input** attribute type from the drop down menu.

© 2010

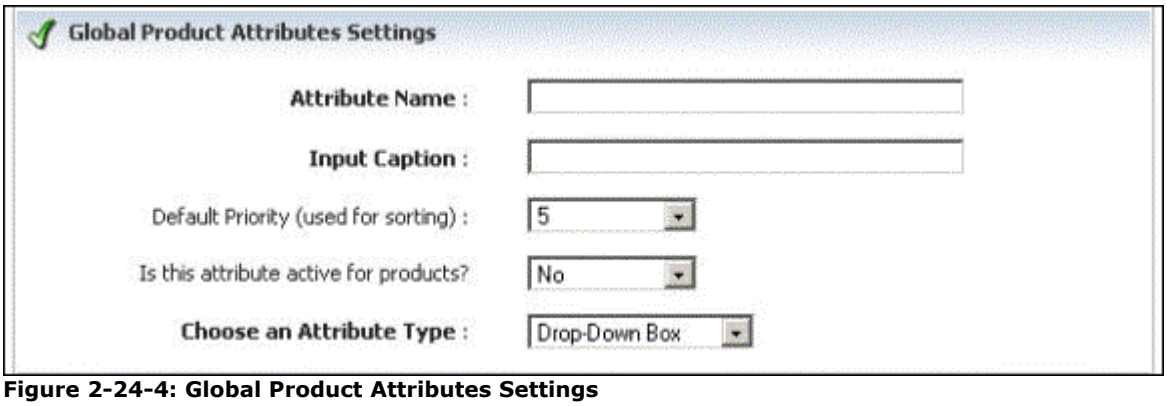


Figure 2-24-4: Global Product Attributes Settings

5. **Drop-Down Box Attribute Parameters:** If you select **Drop-Down Box** as **Attribute Type** then enter the following information:
   a. **Options list (value per line):** Type the attributes that you want to appear for selection on the product page as drop down menu. Each option should be entered in a new line.

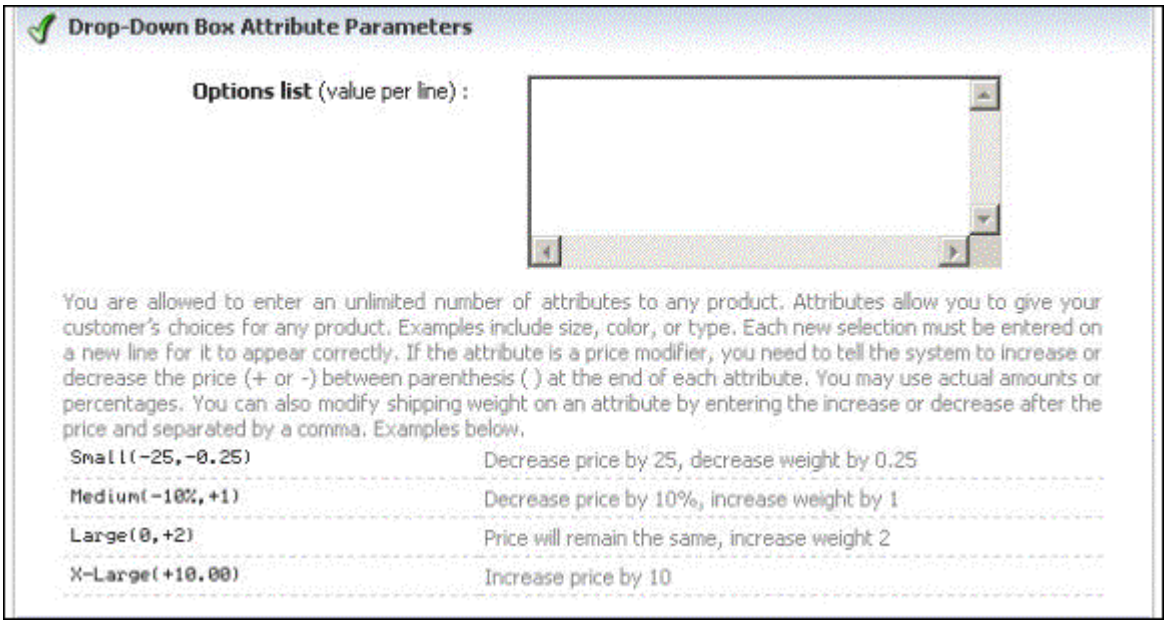

Drop-Down Box Attribute Parameters
Options list (value per line) :
You are allowed to enter an unlimited number of attributes to any product. Attributes allow you to give your customer's choices for any product. Examples include size, color, or type. Each new selection must be entered on a new line for it to appear correctly. If the attribute is a price modifier, you need to tell the system to increase or decrease the price (+ or -) between parenthesis ( ) at the end of each attribute. You may use actual amounts or percentages. You can also modify shipping weight on an attribute by entering the increase or decrease after the price and separated by a comma. Examples below.
Small(-25,-0.25)
Decrease price by 25, decrease weight by 0.25
Medium(-10%,+1)
Decrease price by 10%, increase weight by 1
Large(0,+2)
Price will remain the same, increase weight 2
X-Large(+10.00)
Increase price by 10

Figure 2-24-5: Drop-Down Box Attribute Parameters

6. **Text Input Attribute Parameters:** If you select **Text Input** as **Attribute Type**, then enter the **Text Length** under **Text Input Attribute Parameters**.

Figure 2-24-6: Text Input Attribute Parameters

7. **Choose Update Mode:** Select the **Just Save Attributes** radio button, if you want the attribute data to be saved into your database, but that will not affect the product attributes. On the other hand, select **Bulk Update** radio button, if you want the attribute to be updated and assigned with all products globally or

© 2010

in selected categories along with the attribute data.

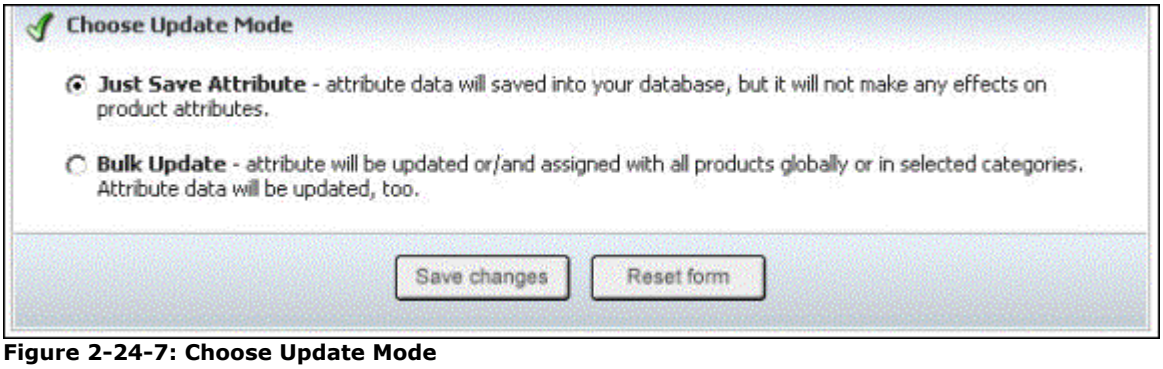

Choose Update Mode
Just Save Attribute - attribute data will saved into your database, but it will not make any effects on product attributes.
Bulk Update - attribute will be updated or/and assigned with all products globally or in selected categories. Attribute data will be updated, too.
Save changes
Reset form

Figure 2-24-7: Choose Update Mode

8. If you want to reset the form, click on the **Reset form** button.
9. Click **Save changes** button to create global product attributes. You will get a confirmation message that the new attribute has been successfully created.

2.8.2 Assign Global Products Attribute

You can use this section to assign existing global attributes with a product, so that it would appear every time you add a product. To Assign Existing Global Attributes with a product, follow the steps:

1. Open the Product (Insert) 12 or Product (Update) 19 page.
2. In the Product (Insert) 14 or Product (Update) 22 page, click **Attributes** tab.
3. In the new page, scroll down to **Assign Global Attributes** and check the box next to the **existing global attributes** that you want to assign with the product, as shown in the Figure 2-25-1.

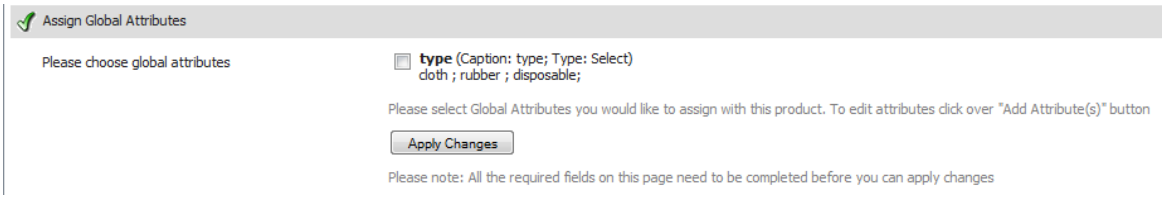

Assign Global Attributes
Please choose global attributes
type (Caption: type; Type: Select)
cloth ; rubber ; disposable;
Please select Global Attributes you would like to assign with this product. To edit attributes click over "Add Attribute(s)" button
Apply Changes
Please note: All the required fields on this page need to be completed before you can apply changes

Figure 2-25-1: Assign Global Attributes

4. Click **Add Attribute(s)** button to assign the checked global attribute with the product.

2.8.3 Edit Existing Global Products Attribute

You can use this option to edit global products attribute. To **edit global products attribute**, follow the steps:

1. Open 58 the **Global Product Attributes** page with added global attributes, as shown in the Figure 2-26-1.

© 2010

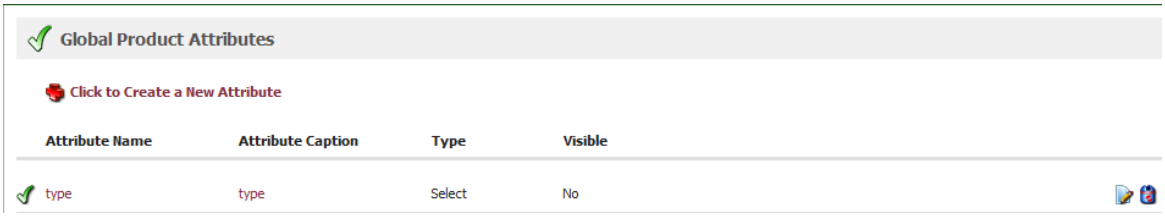


Figure 2-26-1: Global Product Attributes with added global attributes

2. Click **Edit Attribute** icon for the global product attribute you want to modify.
3. The **Global Products Attribute (update)** opens, where you can edit all the parameters.
4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** to update the information. You will get a confirmation message that the attribute has been successfully updated.

2.8.4 Delete Existing Global Products Attribute

You can use this option to delete an existing Global Products Attribute. To **delete a Global Products Attribute**, follow the steps:

1. Open 58 the **Global Product Attributes** page with added global attributes.
2. Click **Delete Attribute** icon for the global product attribute you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-27-1 below.

Figure 2-27-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the attribute has been successfully removed.

2.9 Recommended Products Families Overview

Product Families give you the ability to add recommended products to your product pages. You can use this section to create the Product Families for Recommended Products. To know more about creating and managing product families, click on the links below.

Create a New Product Family 63

Edit 65
Delete 66

2.9.1 Create a New Product Family

To **Create a New Product Family**, follow the steps:

1. Click **Recommended Products**, as shown in the Figure 2-28-1 below.

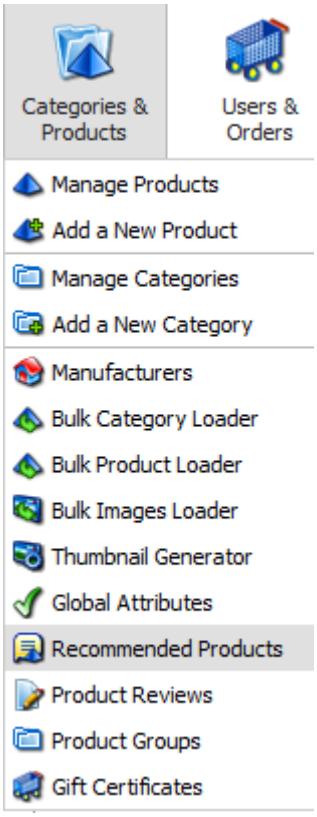


Figure 2-28-1: Recommended Products

The **Recommended Products Family** page will open, as shown in the Figure 2-28-2 below.

Note: You can also directly open the **Recommended Products Families** page, by clicking on the **Recommended Products** link in the Admin Area Home page 9.

You can also edit and delete a product family from the **Recommended Products Families** page. To know more about editing 65 and deleting 66 a product family, click on each of the links.

© 2010

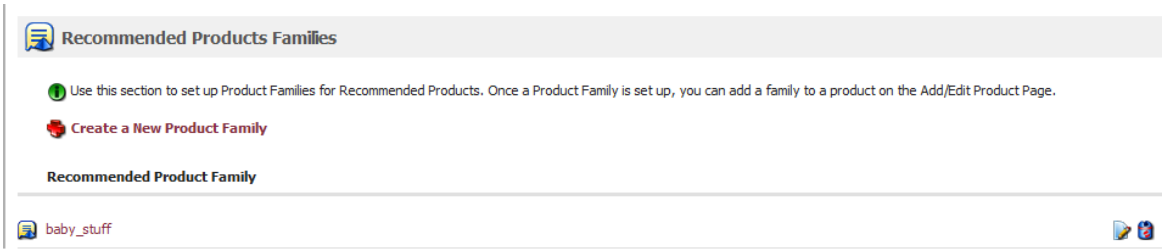

Recommended Products Families
Use this section to set up Product Families for Recommended Products. Once a Product Family is set up, you can add a family to a product on the Add/Edit Product Page.
Create a New Product Family
Recommended Product Family
baby_stuff

Figure 2-28-2: Recommended Products Families

2. Click on the **Create a New Product Family** link.

The **Recommended Products Family (Insert)** page will open, as shown in the Figure 2-28-3 64 below.

3. **Product Family Properties:** Enter the following information:
   a. **Name of Product Family:** Enter the name of the product family.
   b. **Products in this family:** Enter the **Product Name** or **ID**, of the products you would like to include within that family. The **Product Name** or **ID** will also help you to automatically search the product data from the database. Then, click on the **products**, to add them to the **Selected Products list**.

Note: You can also **delete products within a family** by selecting them and then, clicking the **Remove Selected** link below the list of **Selected Products**.

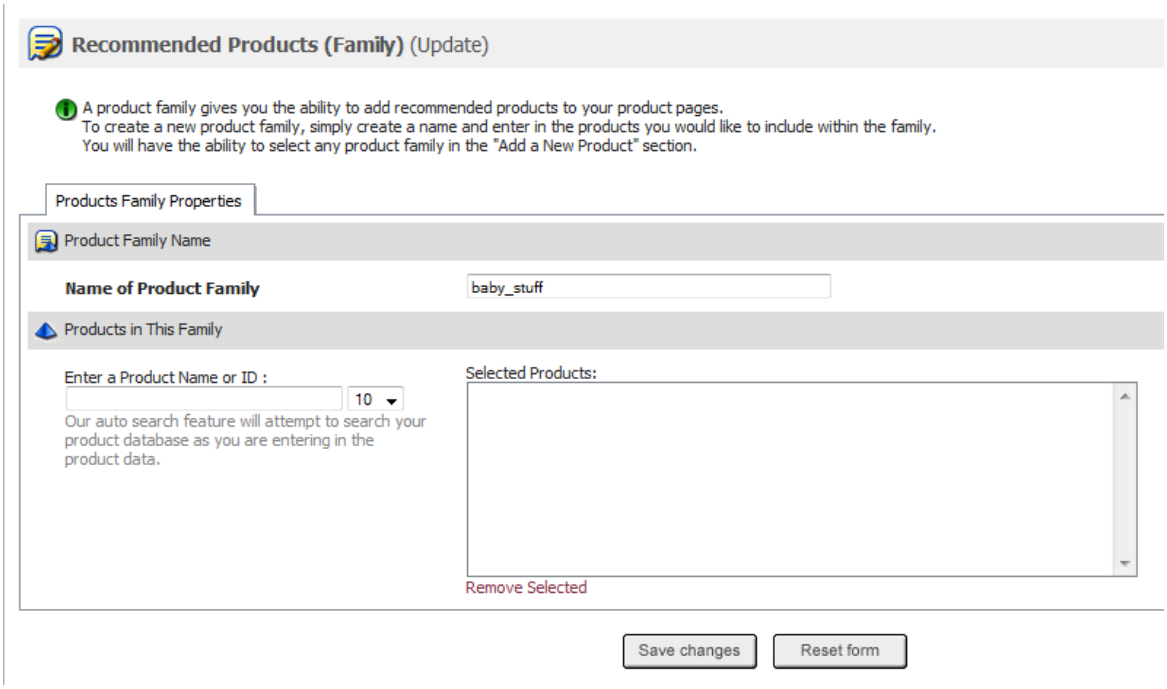

Recommended Products (Family) (Update)
A product family gives you the ability to add recommended products to your product pages.
To create a new product family, simply create a name and enter in the products you would like to include within the family.
You will have the ability to select any product family in the "Add a New Product" section.
Products Family Properties
Product Family Name
Name of Product Family
baby_stuff
Products in This Family
Enter a Product Name or ID :
10
Our auto search feature will attempt to search your product database as you are entering in the product data.
Selected Products:
Remove Selected
Save changes
Reset form

Figure 2-28-3: Recommended Products Family (Insert)

4. If you want to reset the form, click on the **Reset form** button.

© 2010

5. Click **Save changes** button to save the information. You will get a confirmation message that the new products family has been successfully added.

2.9.2 Edit a Recommended Product Family

To **edit a recommended product family**, follow the steps:

1. Open 63 the **Recommended Products Families** page.
2. Click **Edit Products Family** icon for the recommended product family you want to modify.
3. The **Recommended Products Family (Update)** page opens, where you can modify all the parameters under **Product Family Properties**.

Note: You can also **delete products within a family** by selecting them and then, clicking the **Remove Selected** link below the list of **Selected Products**.

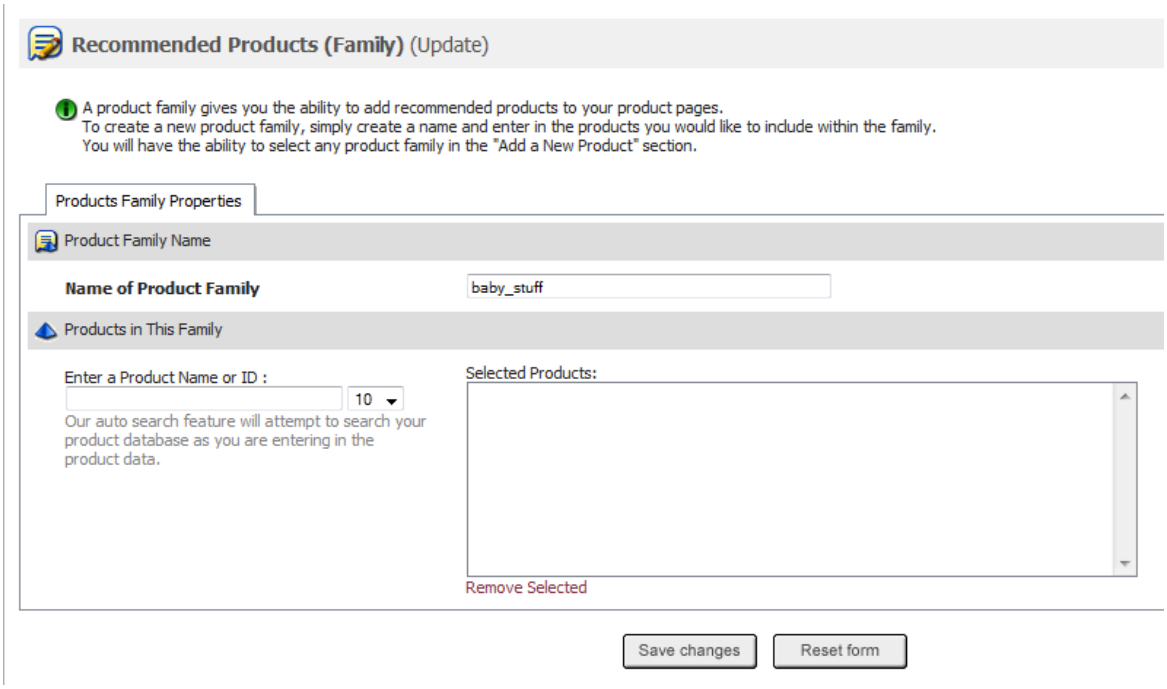

Recommended Products (Family) (Update)
A product family gives you the ability to add recommended products to your product pages.
To create a new product family, simply create a name and enter in the products you would like to include within the family.
You will have the ability to select any product family in the "Add a New Product" section.
Products Family Properties
Product Family Name
Name of Product Family
baby_stuff
Products in This Family
Enter a Product Name or ID :
10
Our auto search feature will attempt to search your product database as you are entering in the product data.
Selected Products:
Remove Selected
Save changes
Reset form

Figure 2-29-1: Recommended Products Family (Update)

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to update the information. You will get a confirmation message that the products family has been successfully updated.

© 2010

2.9.3 Delete a Recommended Product Family

To **delete a recommended product family**, follow the steps:

1. Open 63 the **Recommended Products Families** page.
2. Click **Delete Products Family** icon for the recommended product family you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-30-1 below.

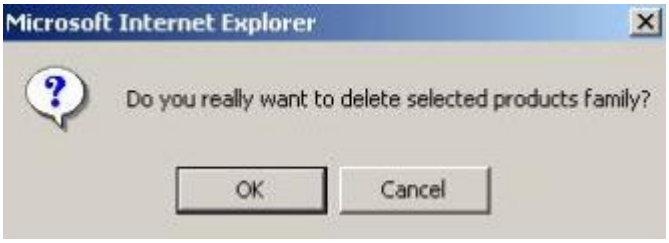


Figure 2-30-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the products family has been successfully removed.

2.10 Product Reviews

This section allows you to edit, add and review all the product reviews on the cart.

Product Review Settings 66

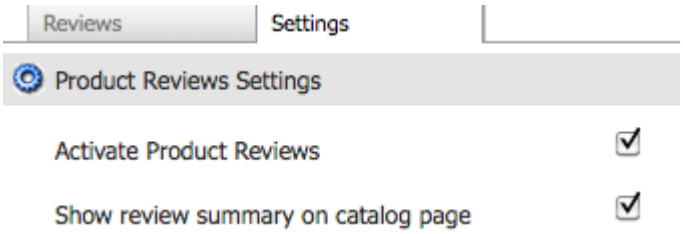
Reviewing your Product Reviews 67

2.10.1 Product Review Settings

Below are the steps in order to activate and customize what and how your product reviews module is going to work.

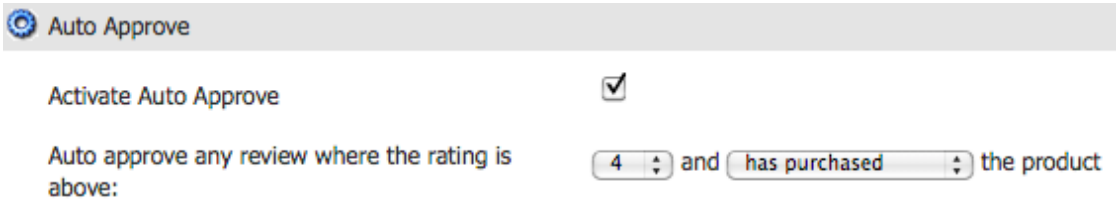
1. Click the Settings Tab, as shown in the Figure below.
2. Once here you can place a ☑ to activate the product reviews
3. The next option if you place a ☑ will show a summary of each review on the product page or if unchecked will not show a summary.

© 2010

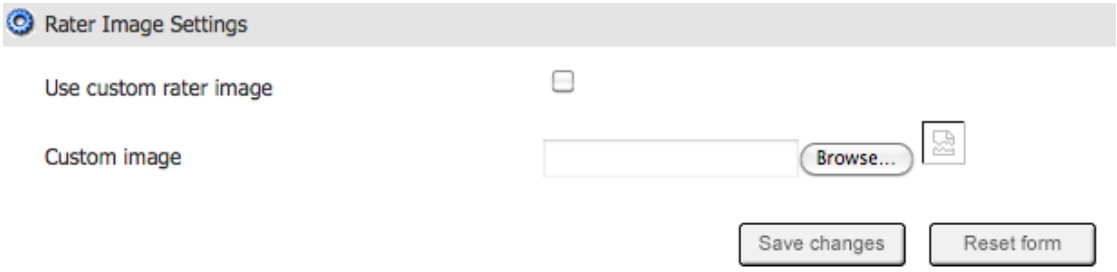


4. The next option if you place a ☑ will auto approve the reviews customers leave for your products and unchecked it will make it so you will manually approve or disapprove the product reviews that come in from customers.

5. When the auto approve is active the setting for 'Auto approve any review where the rating is above: ' will auto approve for reviews when they have met the conditions you select from the drop down menus. The number represents the minimum amount of ranking your customers give for it to auto approve and the next drop down determines if it only auto approves reviews from people who have purchased the product they are reviewing based on the ranking or the other choice is to allow all reviews to auto approved based on there ranking.



6. The option shown in the figure below is to allows you to upload and activate a custom image that would represent the product review rating icon on the front page of the cart.



2.10.2 Reviewing your Product Reviews

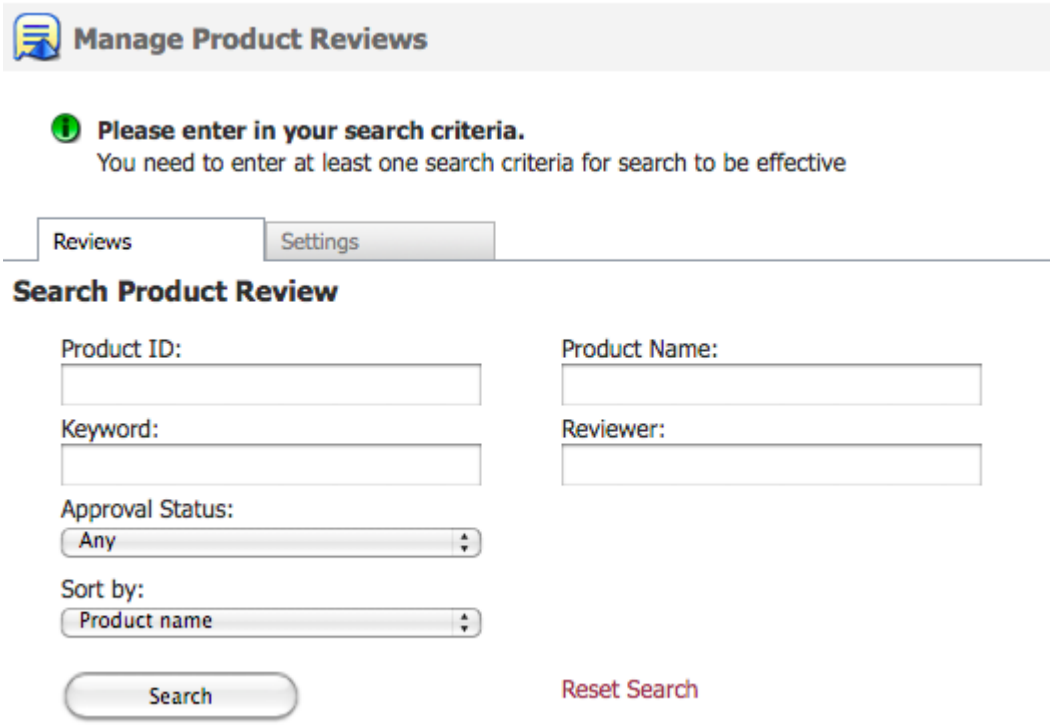
This section helps in searching an order. You can edit/delete an order in the TurnKey Commerce. You can also view the details of an order.

To **search an order**, follow the steps:

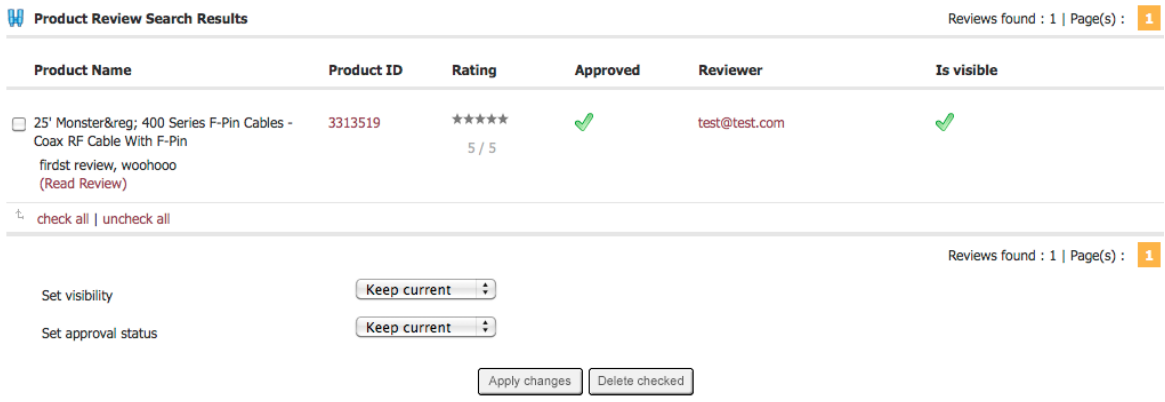
1. Under **Search Orders**, enter at least one-search criteria from the following: **Product ID**, **Product Name**, **Keyword**, or **Reviewer.**

© 2010

2. You can than sort the results by any of the above or by approval status.



3. Here you can Approve the review, make it visible on the product page of the product that is reviewed. You can also read the review by clicking on the **Read Review** link below each review.



2.11 Product Groups

Product Groups

* Product Groups allow you to group products together for exporting.

* Once the product group has been created, select the Marketing Tab above and go to Product Import / Export >> Product Export and select the group you have created along with the site you'd like to export too.

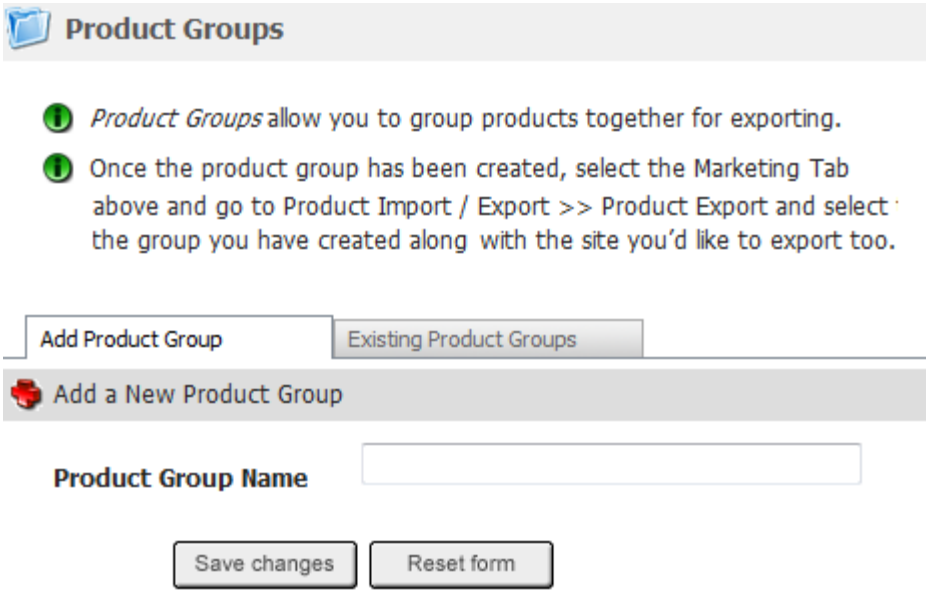
Add Product Group 69

Existing Product Groups 70

2.11.1 Add Product Group

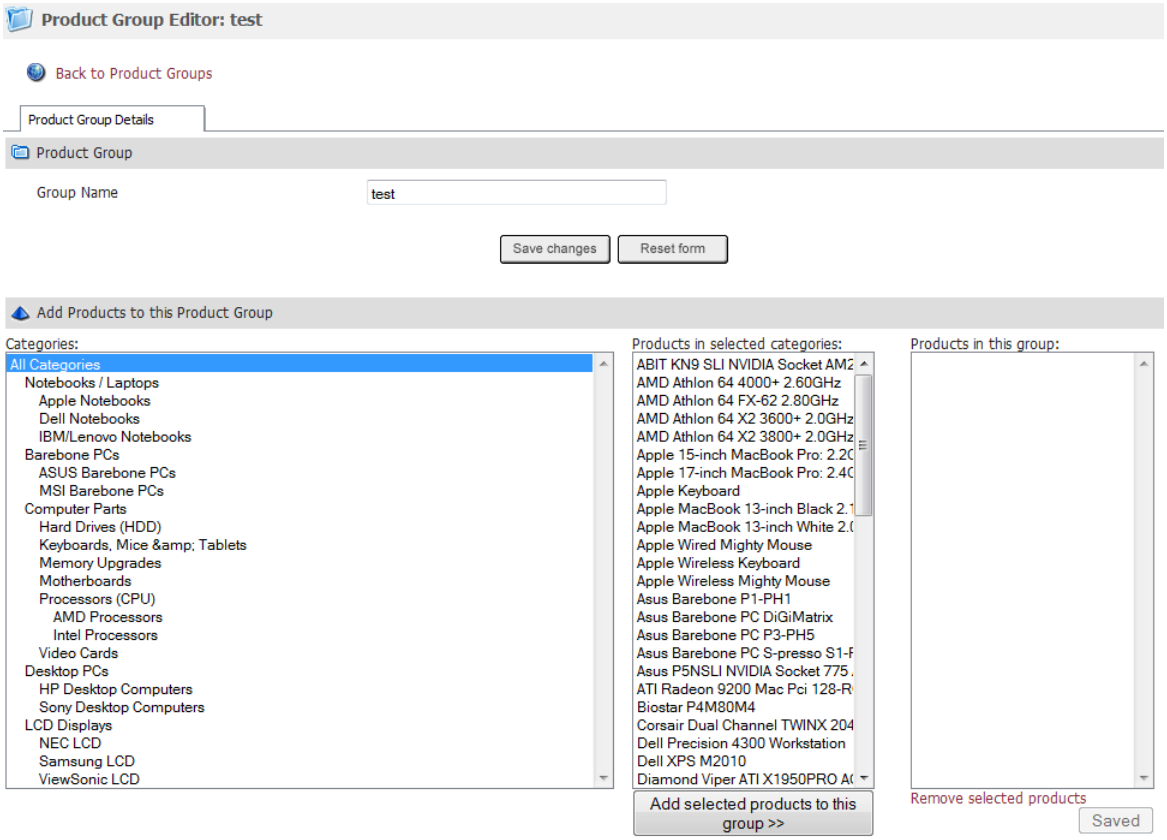
** Product Groups allow you to group products together for exporting using the Product Data Feeds tool found here 261 .*

Step1. To Add a Product Group to the cart You need to go to **Marketing** >> **Product Import / Export** >> **Product Export** and enter in the name of the group as shown in the image below.


Product Groups
Product Groups allow you to group products together for exporting.
Once the product group has been created, select the Marketing Tab above and go to Product Import / Export >> Product Export and select the group you have created along with the site you'd like to export too.
Add Product Group
Existing Product Groups
Add a New Product Group
Product Group Name
Save changes
Reset form

Step 2. From there you select the category or categories you want in this product group. You can also select individual products from the selected categories if you choose for this new product group as shown in the image below.

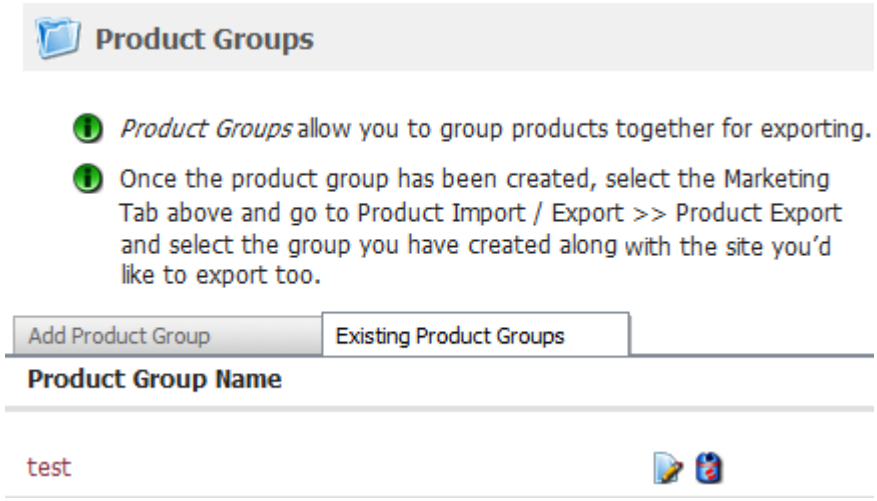
© 2010



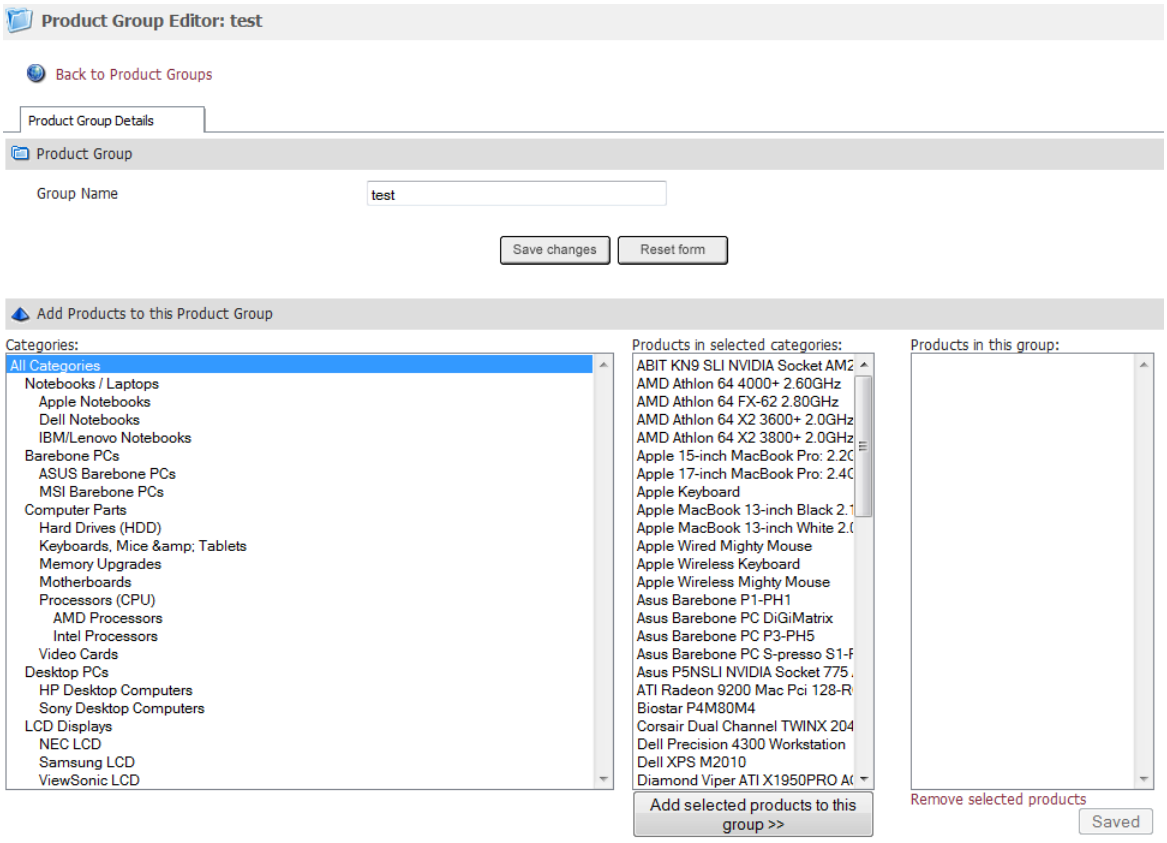
Step 3. Once the categories and products are selected click the **Add Selected products to this group >>** button. Once the cart is done the **saved** button will light up telling you this process is completed.

2.11.2 Existing Product Groups

Step 1. To edit an existing product group you will need to navigate to **Marketing** >> **Product Import / Export** >> **Product Export** and from there you click on the next to the group you want to edit.


Product Groups
Product Groups allow you to group products together for exporting.
Once the product group has been created, select the Marketing Tab above and go to Product Import / Export >> Product Export and select the group you have created along with the site you'd like to export too.
Add Product Group
Existing Product Groups
Product Group Name
test

Step 2. From there you select or unselect the category or categories you want in this product group. You can also select or unselect the individual products from the selected categories if you choose for this new product group as shown in the image below.



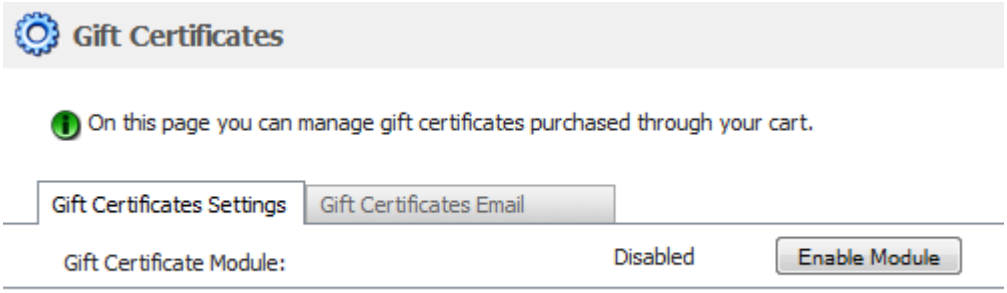
Step 3. Once the categories and products are selected click the **Add Selected**

products to this group >> button. Once the cart is done the **saved** button will light up telling you this process is completed.

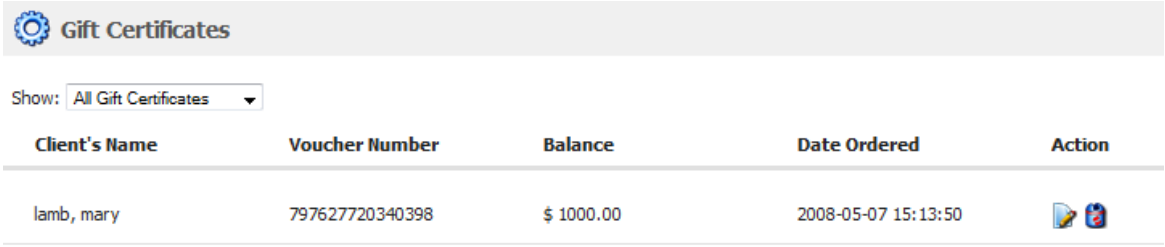
2.12 Gift Certificates

On this page you can manage gift certificates purchased through TurnKey Commerce.

1. First you need to ensure you have the gift certificates 'Enabled' by clicking on the 'Enable Module' button as shown below.

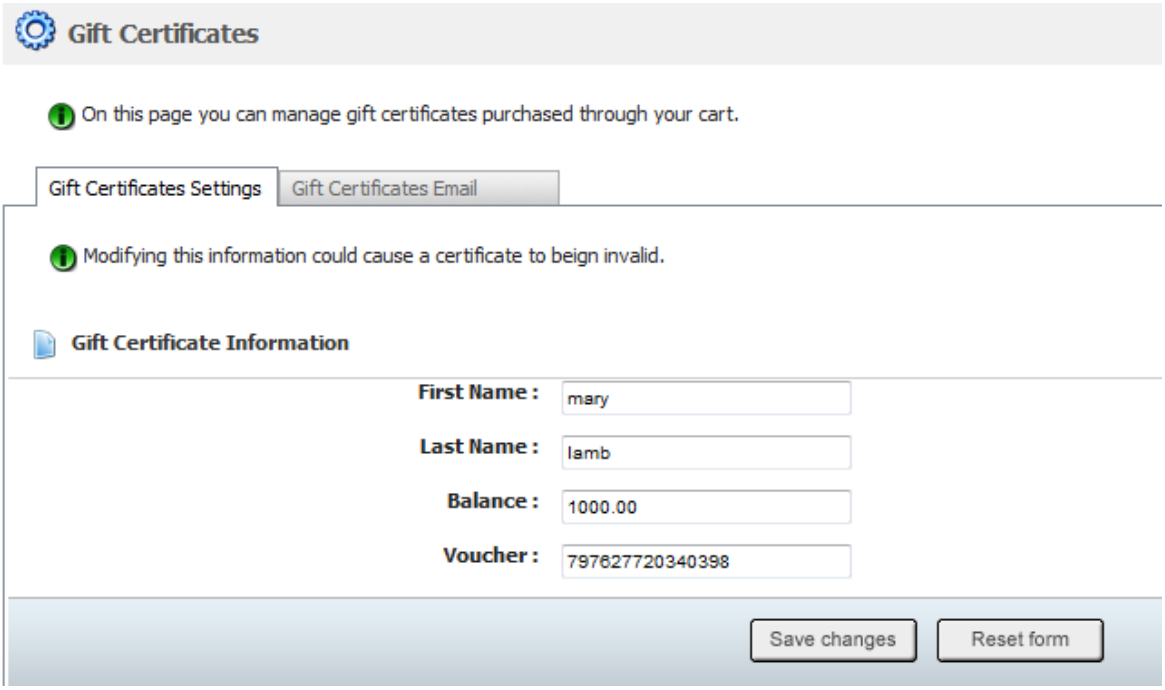


2. Click the '' to edit any certificate that has been purchased already.
3. You can delete the existing certificates by clicking on the icon.

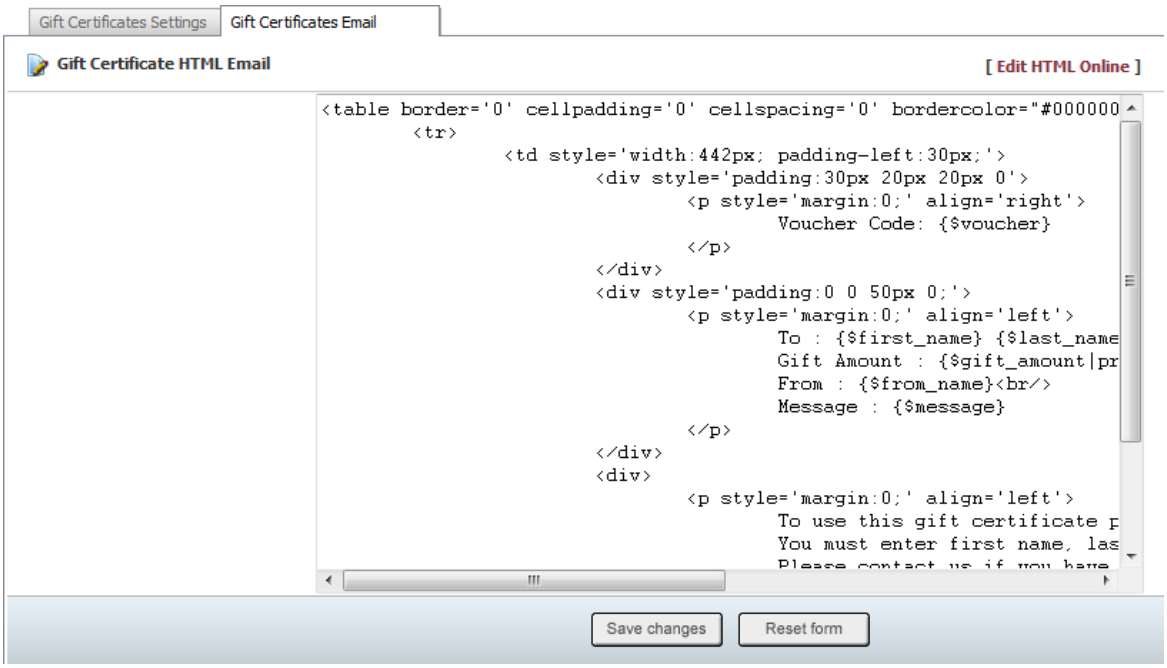


4. You would then be able to edit any of the fields as shown below.

© 2010



5. In order to edit the emails that get sent when someone purchases a gift certificate click the 'Gift Certificates Email tab to edit the email that is sent to the recipient of the certificate as shown below.



6. Click on [Edit HTML Online] in order to edit HTML style pages.

7. Once done click on the 'Save Changes' button to save the changes you have made

© 2010

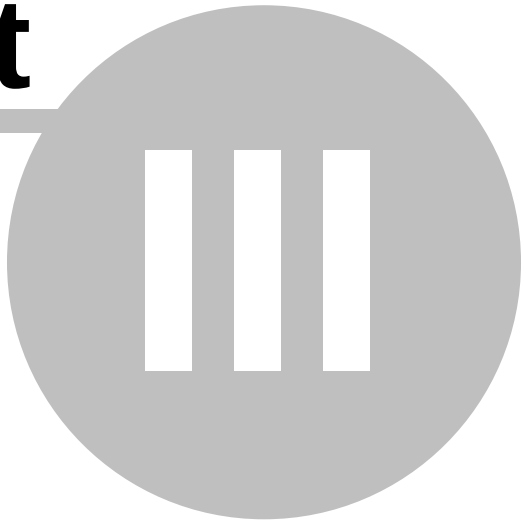
here or click on the 'Reset Page' button to undo all your changes.

© 2010

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



3 Users & Orders

This section is used to search, view or edit users and orders for account / billing information as well as for browsing address book and orders for a user. You can also delete user profiles and orders. It has three sub sections:

Search Users 76
Search Orders 77
Export to Quick Books 79

3.1 Search Users

This section helps in viewing or editing user's account/billing information and browse user's address book. It also helps in removing user's profile.

To **search users**, follow the steps:

1. Click **Browse Users**, as shown in the Figure 3-1-1 below.

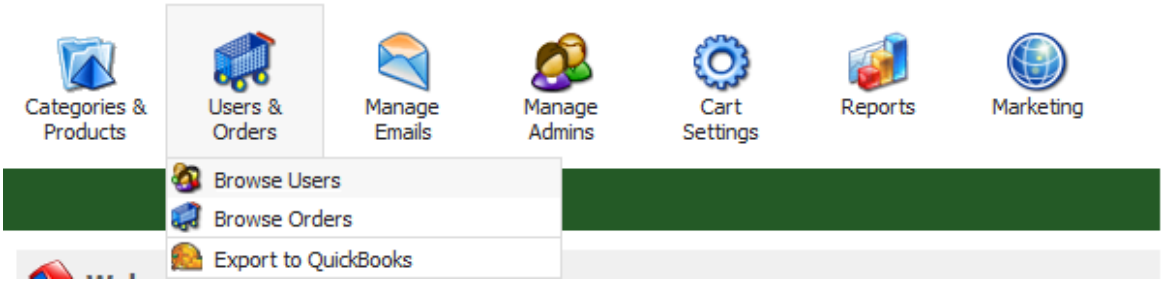


Figure 3-1-1: Browse Users

The **Users** page will open, as shown in the Figure 3-1-2 below.

Note: You can also directly open the **Users** page, by clicking on the **Browse Users** link in the Admin Area Home page 9.

2. Under **Search Users**, enter at least one-search criteria from the following: **Last Name**, **User Name**, **Company**, **Email Address** or **Phone Number**. You can enter multiple fields to get a more precise result.

© 2010

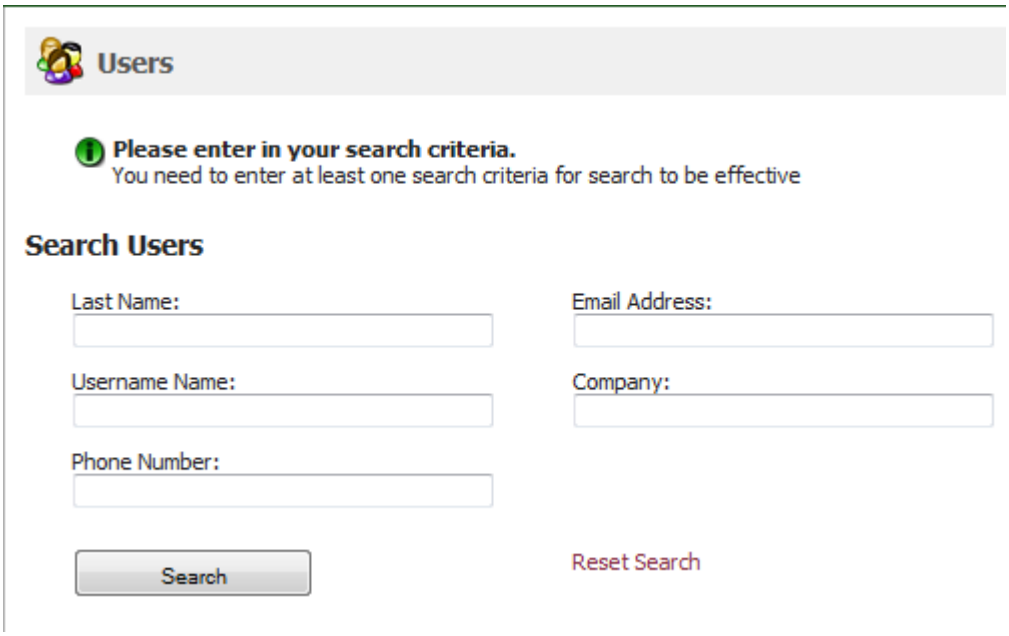


Figure 3-1-2: Users

3. After entering the criteria, click **Search users** button.

The **User Details** page opens with all the information about the selected user(s), as shown in the Figure 3-1-3 below.

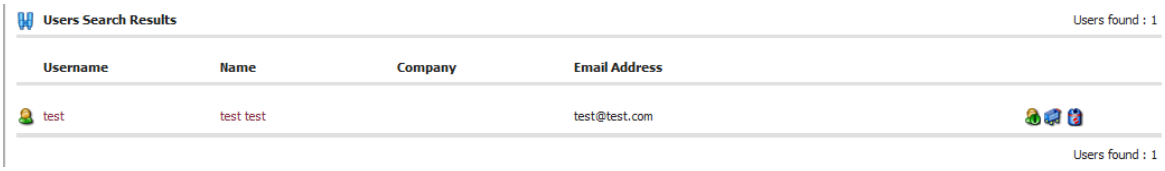


Figure 3-1-3: User Details Page

4. You can **view or edit account/billing information** , **browse all orders** and **delete user** from User Details 77 page by clicking on the respective icons.

3.2 Search Orders

This section helps in searching an order. You can edit/delete an order in the TurnKey Commerce. You can also view the details of an order.

To **search an order**, follow the steps:

1. Click **Browse Orders**, as shown in the Figure 3-2-1 below.

© 2010

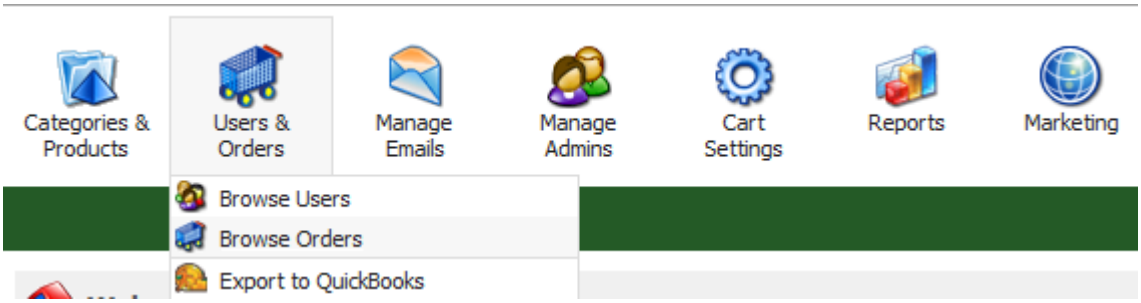


Figure 3-2-1: Browse Orders

The **Orders** page will open, as shown in the Figure 3-2-2 below.

Note: You can also directly open the **Orders** page, by clicking on the **Browse Orders** link in the Admin Area Home page 9.

2. Under **Search Orders**, enter at least one-search criteria from the following: **Order ID**, **Name**, **Order status**, **Order payment status** or **Order period** for search to be effective. You can enter multiples fields to get a more precise result.

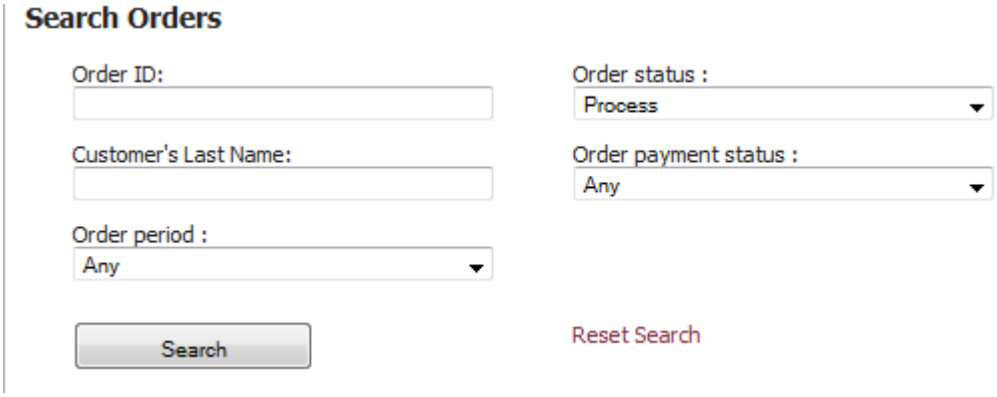


Figure 3-2-2: Orders

3. After entering the criteria, click **Search orders** button.

The **Order Details** page opens with all the information about the selected order(s), as shown in the Figure 3-2-3 below.

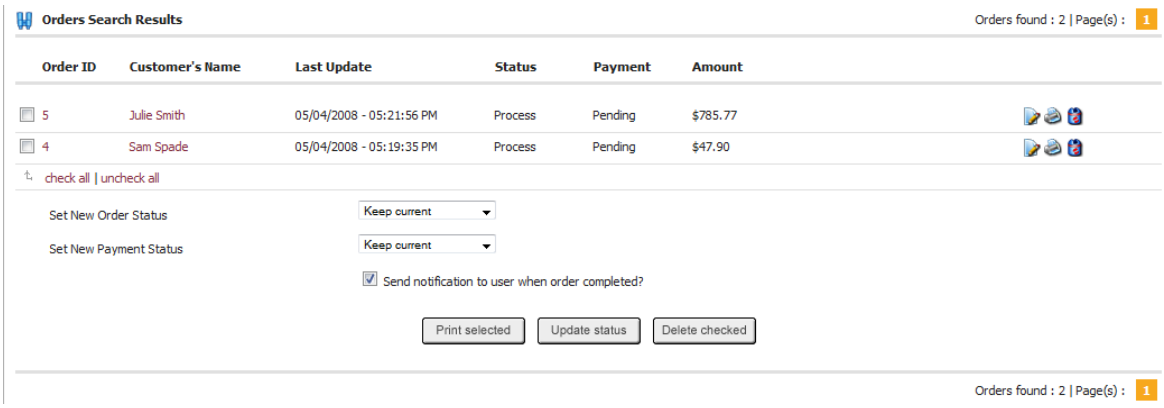


Figure 3-2-3: Order Details Page

4. You can **view or edit the selected order details** , **print invoice** , and **delete orders** from Order Details 78 page by clicking on the respective icons.

Note: You can also set new order and payment status for an order from Order Details 78 page by checking the order box and then selecting the new status from the drop-down menu. Click **Update status** button to save the changes. Similarly, you can **print** and **delete** an order by selecting an order and then clicking on the appropriate buttons at the bottom of the from Order Details 78 page.

3.3 Export to Quick Books

QuickBooks is designed for small business operators making the move from paper- or spreadsheet-based accounting; it helps to organize information quickly and easily. With QuickBooks, accounting and financial tasks are fast and easy. QuickBooks tracks all your financial information, from invoices and bills to inventory and purchase orders.

To go to **Export to Quick Books**, follow the steps:

1. Click **Export to Quick Books**, as shown in the Figure 3-3-1 below.

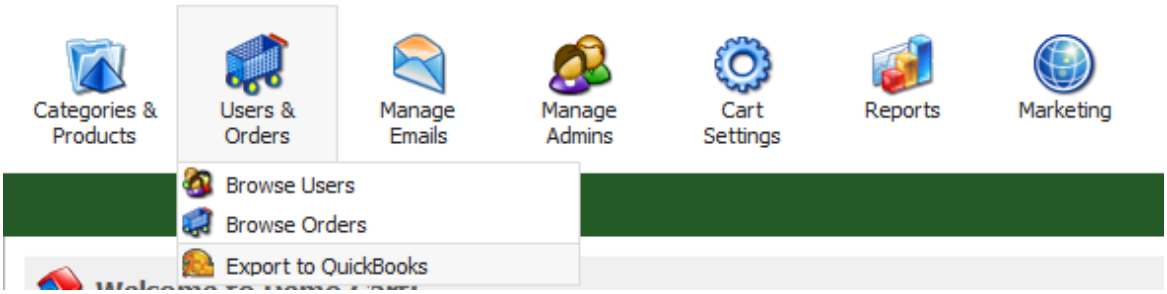


Figure 3-3-1: Export to Quick Books

The **Export to QuickBooks** page will open, as shown in the Figure 3-3-2 below.

Note: You can also directly open the **Export to QuickBooks** page, by clicking on the **Export to Quick Books** link in the Admin Area Home page 9.

© 2010

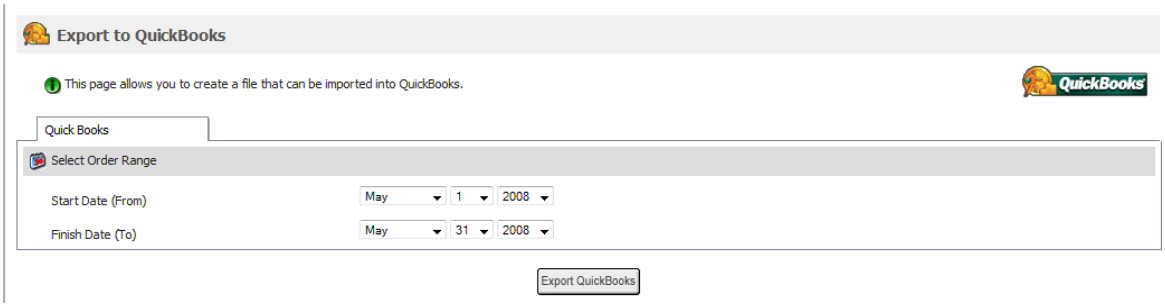


Figure 3-3-2: Export to Quick Books Page

2. Set the **Select Orders Date Range** from the drop down menu.
3. Click **Export QuickBooks** button.
4. The **File Download** window pops up.
5. Click **Save** button to open the **Save As** window, so you can choose where to save the file.
6. Find Where you have saved the file and open it in quickbooks.

Top Level Intro

This page is printed before a new
top-level chapter starts

Part

4 Manage Emails

This section is used to edit pre generated HTML and TEXT versions of your emails. You can also manage your newsletters and notify your customers about product updates. In addition, you can now even manage (edit and delete) the subscriber's emails and top and bottom email templates for HTML and Text Email. You can also remove bad and bounced email addresses from your email list through this section.

The following activities can be done with regards to an email:

Newsletter Email Wizard 82
Product Updates Email Wizard 86
Emails Archive 91
Default Email Top and Bottom 93
Notification Emails 95
Manage Subscribers Email Addresses Overview 98
Import Email Addresses 101
Export User Email Addresses 103
Export Subscriber Email Addresses 105
Check Bounced Email Addresses 108

4.1 Newsletter Email Wizard

This section helps you to edit pre generated HTML and TEXT versions of your newsletter.

To **edit pre generated HTML and TEXT versions**, follow the steps:

1. Click **Newsletter Email Wizard**, as shown in the Figure 4-1-1 below.

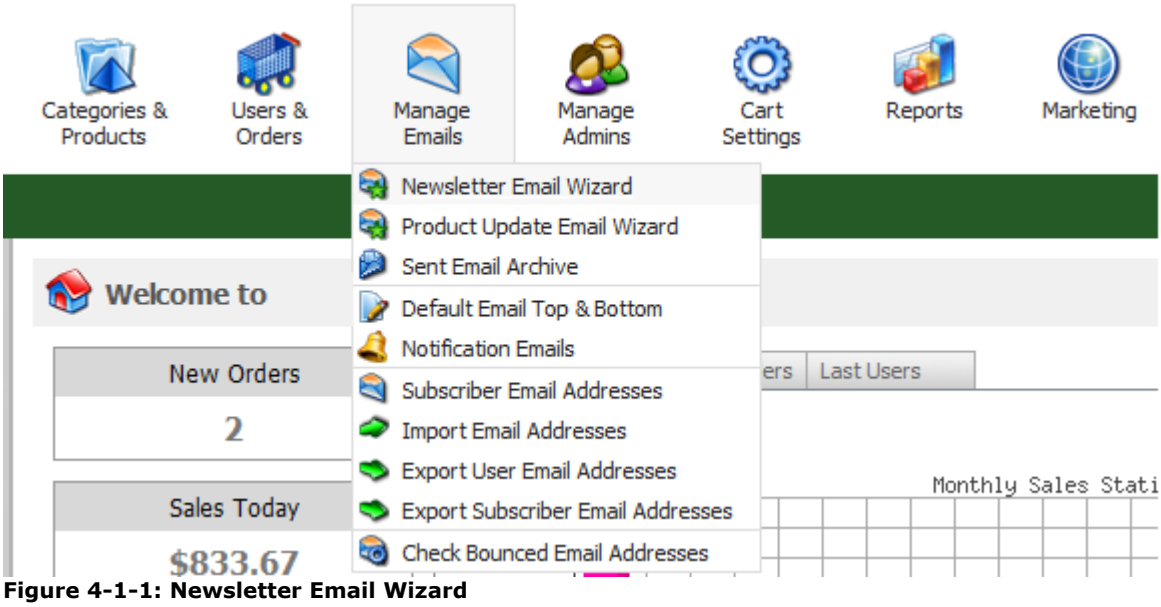


Figure 4-1-1: Newsletter Email Wizard

© 2010

The **Newsletter Email Wizard (step 1 of 3)** page will open.

Note: You can also directly open the **Newsletter Email Wizard (step 1 of 3)** page, by clicking on the **Newsletter Email Wizard** link in the Admin Area Home page 9.

2. **Newsletter Email:** Enter the following information:
   a. **Subject:** Type the subject of the letter.
   b. **From Name:** Type the name of the Sender.
   c. **From Email:** Type the email address of the Sender.

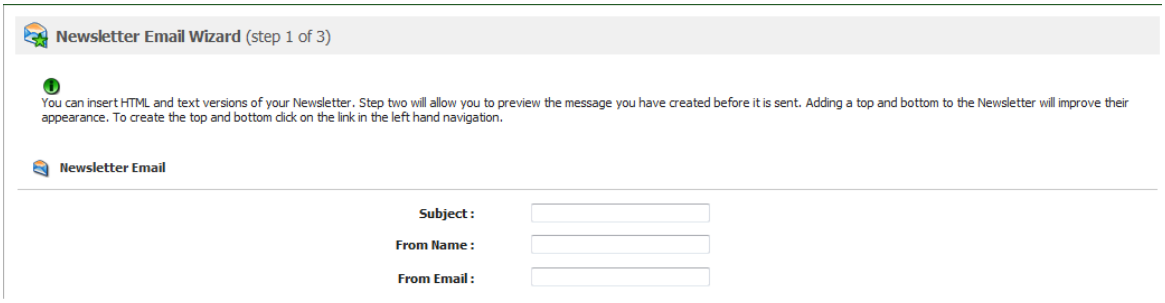

Newsletter Email Wizard (step 1 of 3)
You can insert HTML and text versions of your Newsletter. Step two will allow you to preview the message you have created before it is sent. Adding a top and bottom to the Newsletter will improve their appearance. To create the top and bottom click on the link in the left hand navigation.
Newsletter Email
Subject :
From Name :
From Email :

Figure 4-1-2: Newsletter Email

3. **Content for HTML Email:** You can **edit** the **HTML Email** content in plain text.

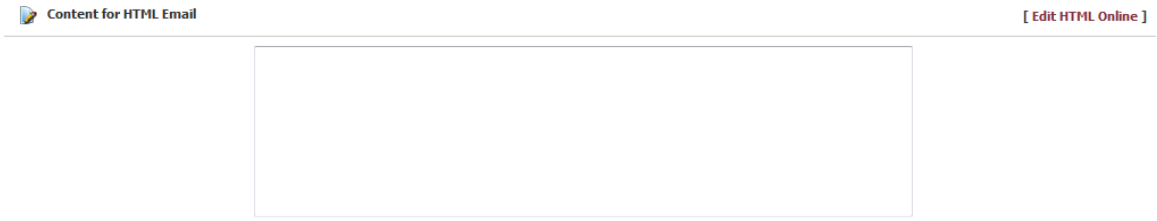


Figure 4-1-3: Content for HTML Email

4. Further, you can create an eye-catching HTML Email content, by clicking **Edit HTML Online** in **Content for HTML Email**, as shown in the Figure 4-1-4 below.

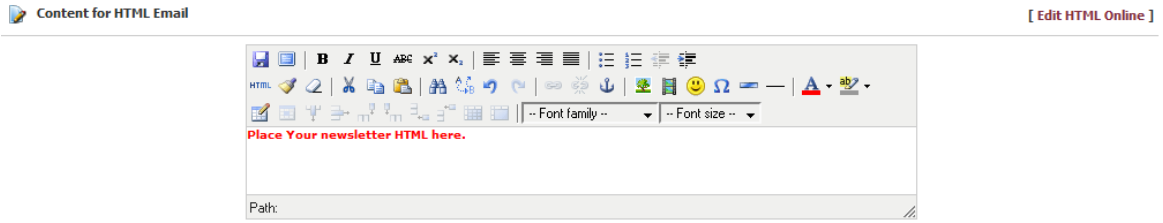


Figure 4-1-4: Online HTML Editor

5. **Content for Text Email:** You can **edit** the **Text Email** content in plain text.

© 2010

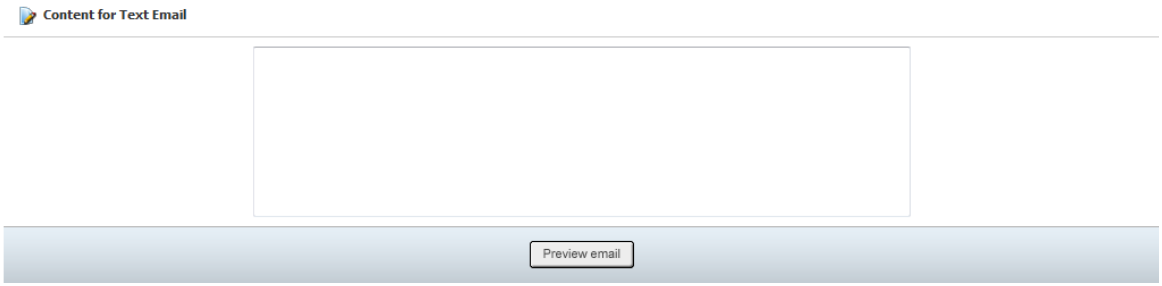


Figure 4-1-5: Content for Text Email

6. After **Editing the HTML and Text Email**, click **Preview Email** button.

The **Newsletter Email Wizard (step 2 of 3)** page will open, as shown in the Figure 4-1-7 85 below.

Note: In **Newsletter Email Wizard (step 2 of 3)** page, you can preview both the HTML and TEXT versions of your newsletter. Adding a top and bottom to these emails will improve their appearance.

7. To add a top and bottom, click **Emails Top & Bottom** in the left navigation, as shown in the Figure 4-1-6 below.

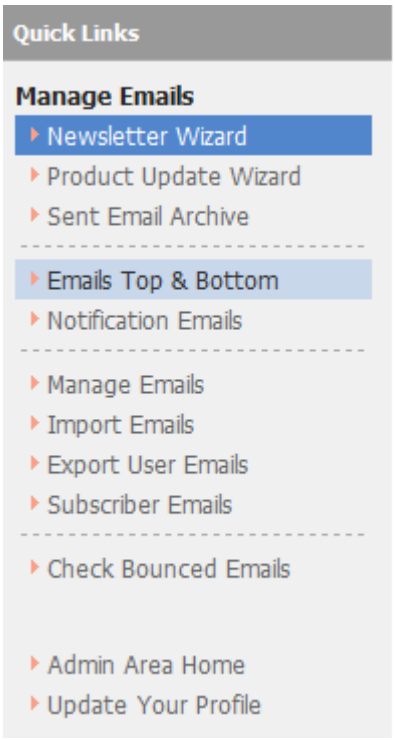


Figure 4-1-6: Emails Top & Bottom

Note: Clicking **Emails Top & Bottom** in the left navigation will open the **Top and Bottom Email Templates** page. Enter **HTML and Text Email Top & Bottom** and then click **Save changes** button to update the information. To know more about **Emails Top & Bottom**, go to Default Email Top and Bottom 93 section.

© 2010

8. In the **Newsletter Email Wizard (step 2 of 3)** page, you can also request for a **Test Email**, by filling the **Test Email Address** box and then clicking on the **Send test email** button.

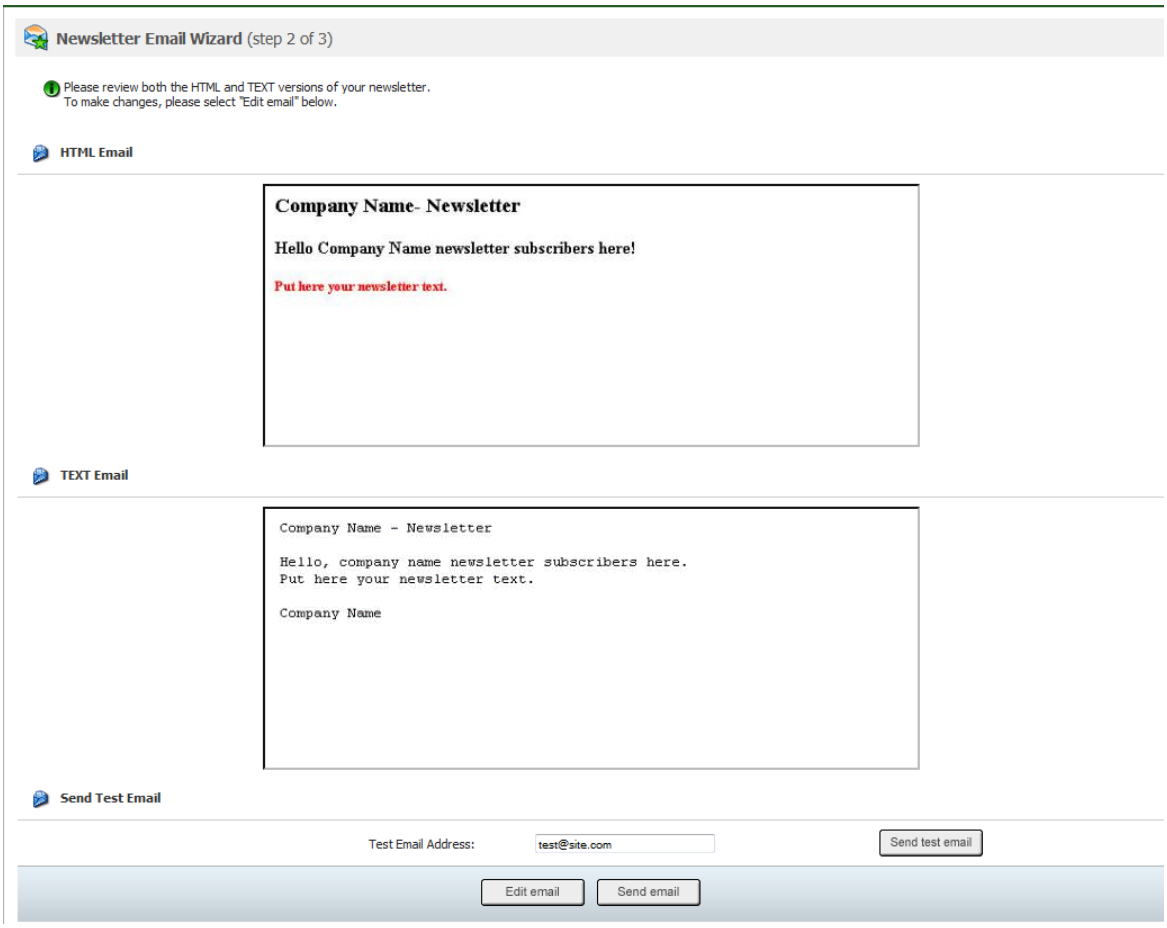

Newsletter Email Wizard (step 2 of 3)
Please review both the HTML and TEXT versions of your newsletter.
To make changes, please select "Edit email" below.
HTML Email
Company Name- Newsletter
Hello Company Name newsletter subscribers here!
Put here your newsletter text.
TEXT Email
Company Name - Newsletter
Hello, company name newsletter subscribers here.
Put here your newsletter text.
Company Name
Send Test Email
Test Email Address:
test@site.com
Send test email
Edit email
Send email

Figure 4-1-7: Newsletter Email Wizard (step 2 of 3)

9. If you still want to make changes, click on the **Edit email** button. You will then be taken back to the Newsletter Email Wizard (step 1 of 3) 83 page.
10. You can send the email immediately by clicking on the **Send email** button.

A pop up appears asking for confirmation, as shown in the Figure 4-1-8 below.

Microsoft Internet Explorer
Do you want to send this newsletter?
Depending on the size of your list and your subscriber base,
this action may take some time to complete.
To avoid duplicate sends, only press OK once.
OK
Cancel

Figure 4-1-8: Newsletter email sending confirmation

© 2010

11. Confirm sending newsletter email, by clicking **OK** button.

Note: To avoid duplicate sends, click **OK** button only once.

The **Newsletter Email Wizard (step 3 of 3)** page will open. You will get a confirmation message that the Newsletter Email has been successfully sent.

4.2 Product Updates Email Wizard

You can send to your customer's updates about your products using this feature.

For **Product Updates Email Wizard**, follow the steps:

1. Click **Product Updates Email Wizard**, as shown in the Figure 4-2-1 below.

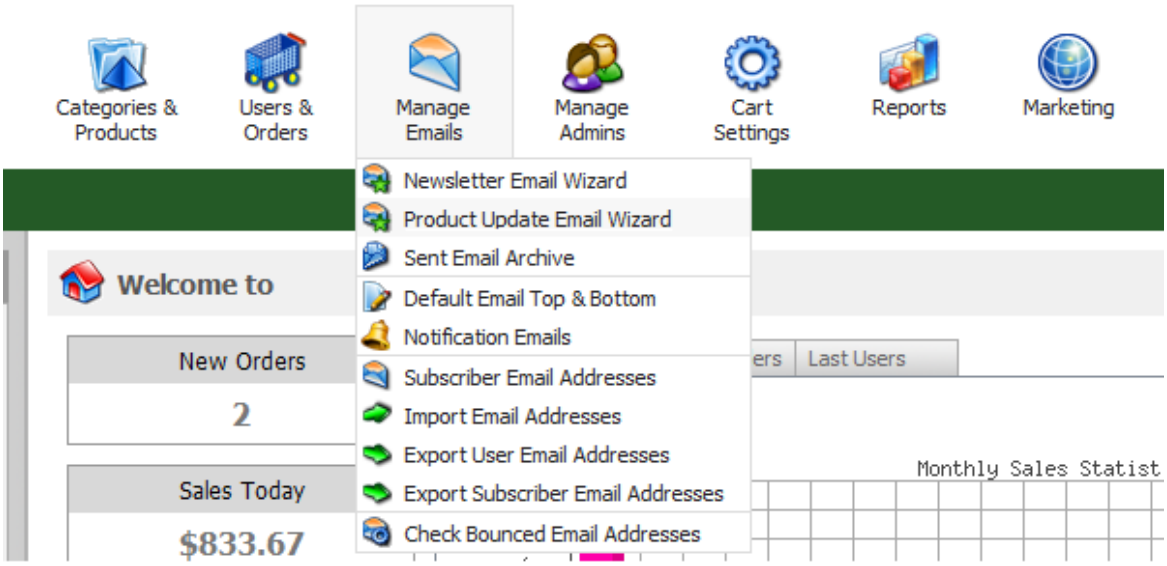


Figure 4-2-1: Product Email Wizard

The **Product Updates Email Wizard (step 1 of 4)** page will open, as shown in the Figure 4-2-2 87 below.

Note: You can also directly open the **Product Updates Email Wizard (step 1 of 4)** page, by clicking on the **Product Updates Email Wizard** link in the Admin Area Home page 9.

2. Set the **Select Product Updates Date Range** from the **From** and **To** drop down menu.
3. Select **Product Layout in the Email** from the **Choose the layout for the HTML email** drop down menu, as shown in the Figure 4-2-2 below.

© 2010

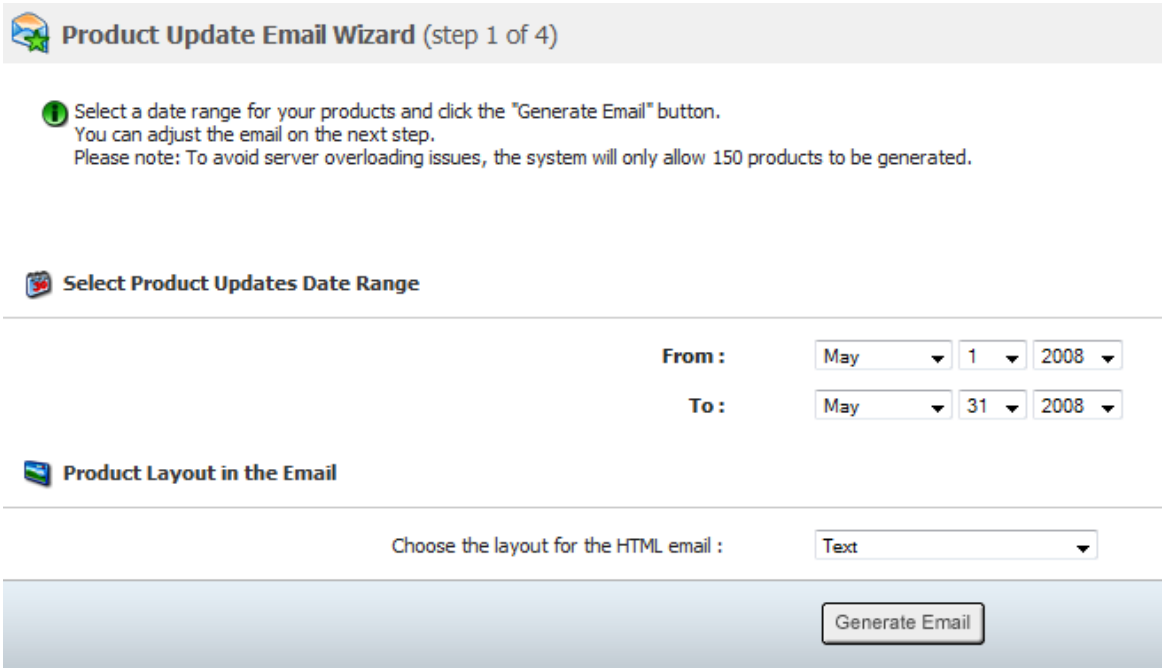

Product Update Email Wizard (step 1 of 4)
Select a date range for your products and click the "Generate Email" button.
You can adjust the email on the next step.
Please note: To avoid server overloading issues, the system will only allow 150 products to be generated.
Select Product Updates Date Range
From :
May
1
2008
To :
May
31
2008
Product Layout in the Email
Choose the layout for the HTML email :
Text
Generate Email

Figure 4-2-2: Product Updates Email Wizard (step 1 of 4)

4. Click **Generate Email** button.

The **Product Updates Email Wizard (step 2 of 4)** page will open. You may **edit** generated HTML and TEXT for product updates email.

5. **Email Properties:** Enter the following information:
   a. **Subject:** Type the subject of the Email, such as your company name.
   b. **From Name:** Type the name of the Sender.
   c. **From Email:** Type the email address of the Sender.

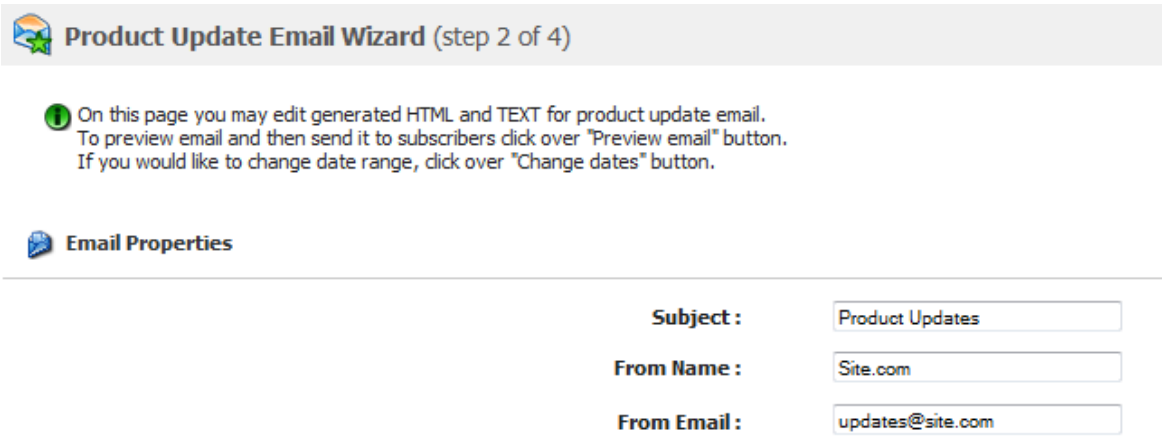

Product Update Email Wizard (step 2 of 4)
On this page you may edit generated HTML and TEXT for product update email.
To preview email and then send it to subscribers click over "Preview email" button.
If you would like to change date range, click over "Change dates" button.
Email Properties
Subject :
Product Updates
From Name :
Site.com
From Email :
updates@site.com

Figure 4-2-3: Email Properties

6. **HTML Email:** You can **edit** the **HTML Email** content in plain text.

© 2010

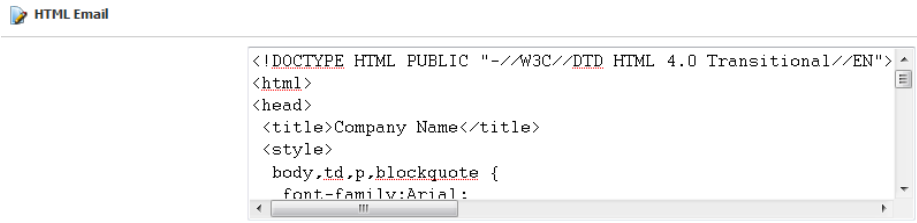


Figure 4-2-4: HTML Email

7. Further, you can create an eye-catching HTML Email content, by clicking on **Edit HTML Online** in **HTML Email**, as shown in the Figure 4-2-5 below.

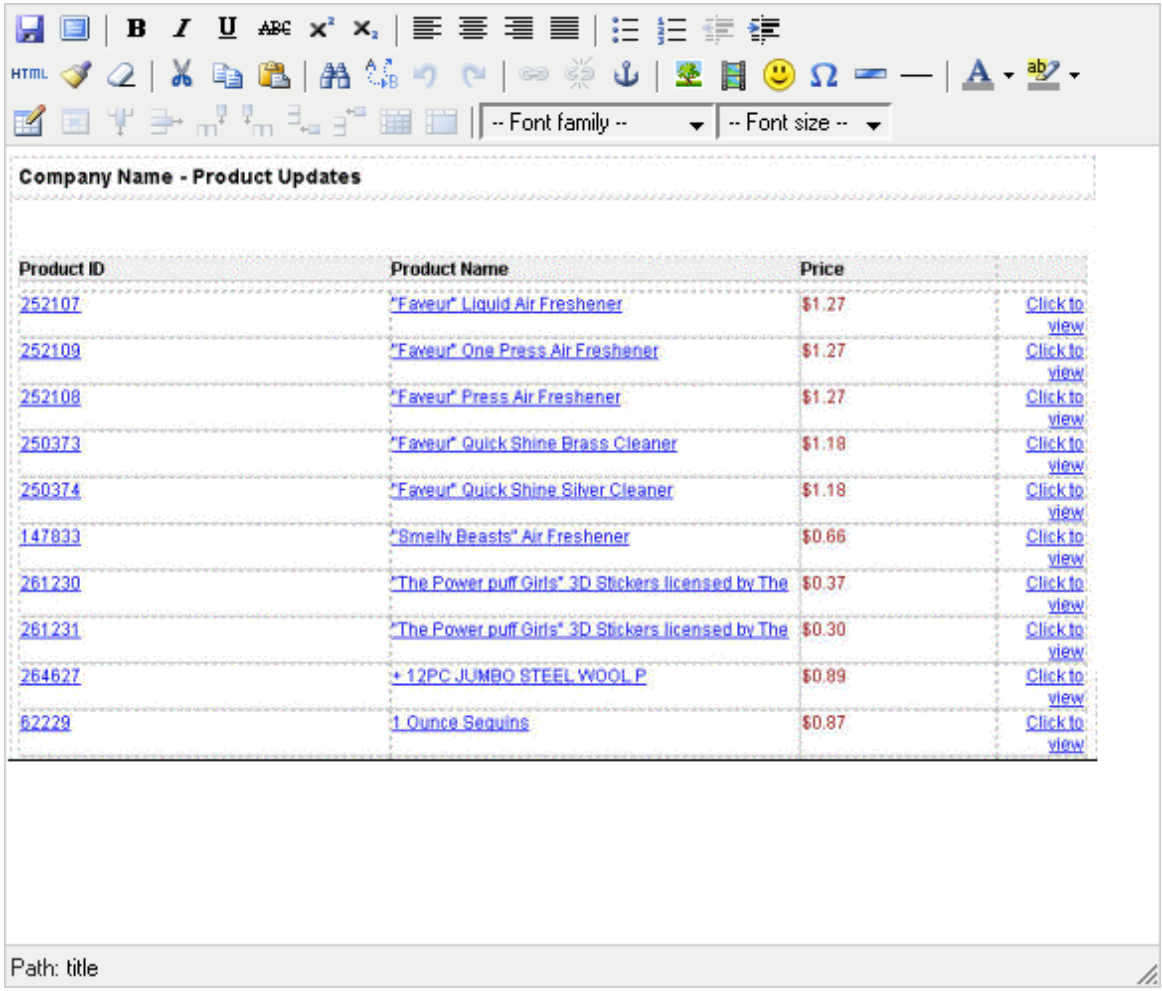

-- Font family --
-- Font size --
Company Name - Product Updates
Product ID
Product Name
Price
252107 "Faveur" Liquid Air Freshener $1.27 Click to view
252109 "Faveur" One Press Air Freshener $1.27 Click to view
252108 "Faveur" Press Air Freshener $1.27 Click to view
250373 "Faveur" Quick Shine Brass Cleaner $1.18 Click to view
250374 "Faveur" Quick Shine Silver Cleaner $1.18 Click to view
147833 "Smelly Beasts" Air Freshener $0.66 Click to view
261230 "The Power puff Girls" 3D Stickers licensed by The $0.37 Click to view
261231 "The Power puff Girls" 3D Stickers licensed by The $0.30 Click to view
264627 + 12PC JUMBO STEEL WOOL P $0.89 Click to view
62229 1 Ounce Sequins $0.87 Click to view
Path: title

Figure 4-2-5: Online HTML Editor

8. **Text Email:** You can **edit** the **Text Email** content in plain text.

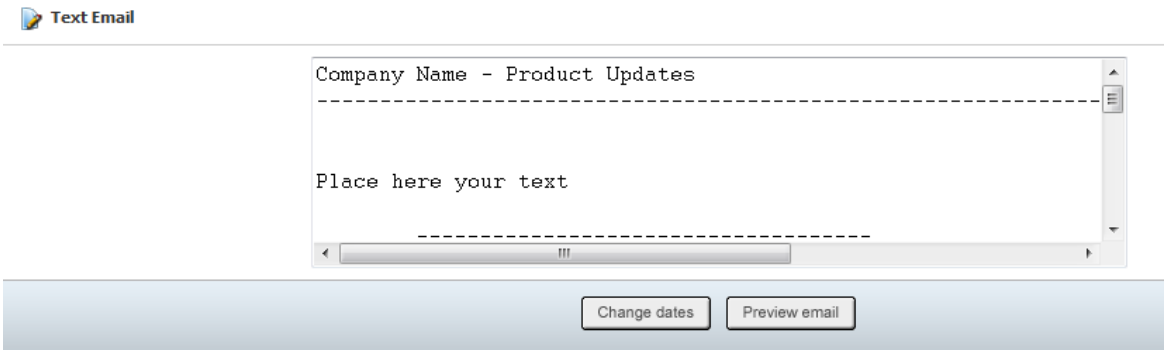


Figure 4-2-6: Text Email

9. Click **Change dates** button to change date range. You will be taken back to the Product Updates Email Wizard (step 1 of 4) 87 page.
10. To preview this email, click **Preview email** button.

The **Product Updates Email Wizard (step 3 of 4)** page will open, as shown in the Figure 4-2-7 90 below.

Note: In **Product Updates Email Wizard (step 3 of 4)** page, you can review both the HTML and TEXT modes of an email. It is suggested that you should review email, as it will be visible for subscribers in HTML and TEXT modes.
You can also request for a **Test Email**, by filling the **Test Email Address** box and clicking **Send test email** button in the **Product Updates Email Wizard (step 3 of 4)** page.

© 2010

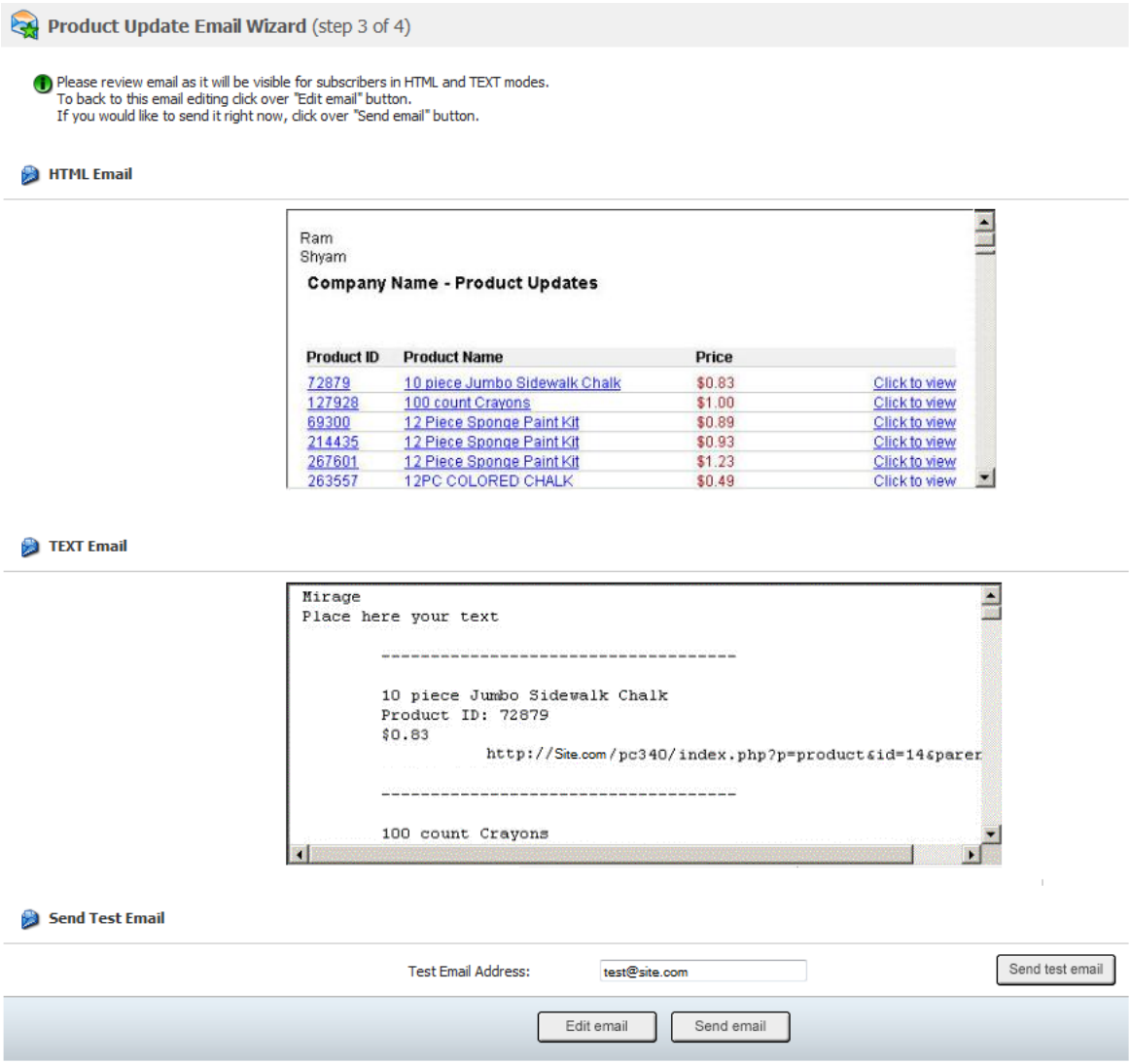

Product Update Email Wizard (step 3 of 4)
Please review email as it will be visible for subscribers in HTML and TEXT modes.
To back to this email editing click over "Edit email" button.
If you would like to send it right now, click over "Send email" button.
HTML Email
Ram
Shyam
Company Name - Product Updates
Product ID
Product Name
Price
72879 10 piece Jumbo Sidewalk Chalk $0.83 Click to view
127928 100 count Crayons $1.00 Click to view
69300 12 Piece Sponge Paint Kit $0.89 Click to view
214435 12 Piece Sponge Paint Kit $0.93 Click to view
267601 12 Piece Sponge Paint Kit $1.23 Click to view
263557 12PC COLORED CHALK $0.49 Click to view
TEXT Email
Mirage
Place here your text
10 piece Jumbo Sidewalk Chalk
Product ID: 72879
$0.83
http://Site.com/pc340/index.php?p=product&id=14&parer
100 count Crayons
Send Test Email
Test Email Address:
test@site.com
Send test email
Edit email
Send email

Figure 4-2-7: Product Updates Email Wizard (step 3 of 4)

11. If you still want to make changes, click on the **Edit email** button. You will be taken back to the **Product Updates Email Wizard (step 2 of 4)** page.
12. You can send the product updates email immediately by clicking on the **Send email** button.

A pop up appears asking for confirmation, as shown in the Figure 4-2-8 below.

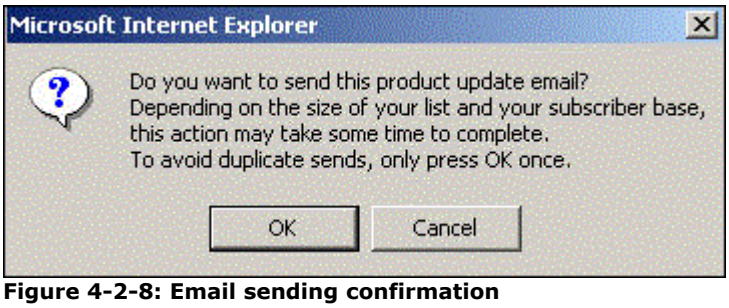

Microsoft Internet Explorer
Do you want to send this product update email?
Depending on the size of your list and your subscriber base,
this action may take some time to complete.
To avoid duplicate sends, only press OK once.
OK
Cancel

Figure 4-2-8: Email sending confirmation

13. Confirm sending product updates email, by clicking **OK** button.

Note: To avoid duplicate sends, click **OK** button only once.

The **Product Updates Email Wizard (step 4 of 4)** page will open. You will get a confirmation message that the Product Updates Email has been successfully sent.

4.3 Email Archive

This section is used to preview and remove emails that exist in your archive.

For **previewing and removing emails from archive**, follow the steps:

1. Click **Sent Emails Archive**, as shown in the Figure 4-3-1 below.

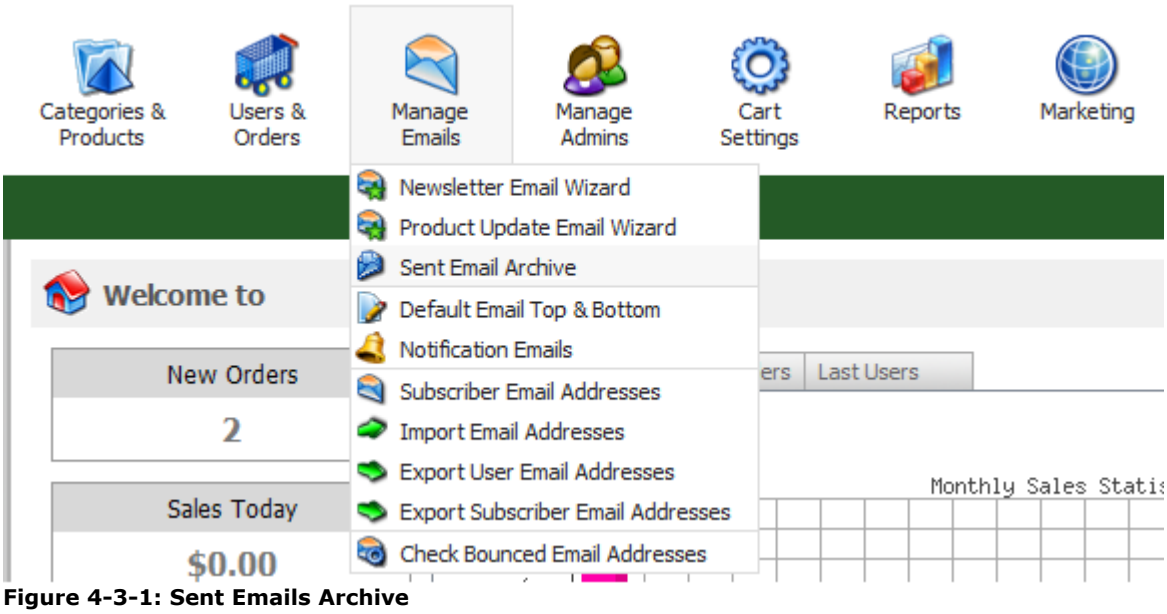


Figure 4-3-1: Sent Emails Archive

2. The **Emails Archive** page will open, as shown in the Figure 4-3-2 below.

Note: You can also directly open the **Emails Archive** page, by clicking on the **Sent Emails Archive** link in the Admin Area Home page 9.

© 2010

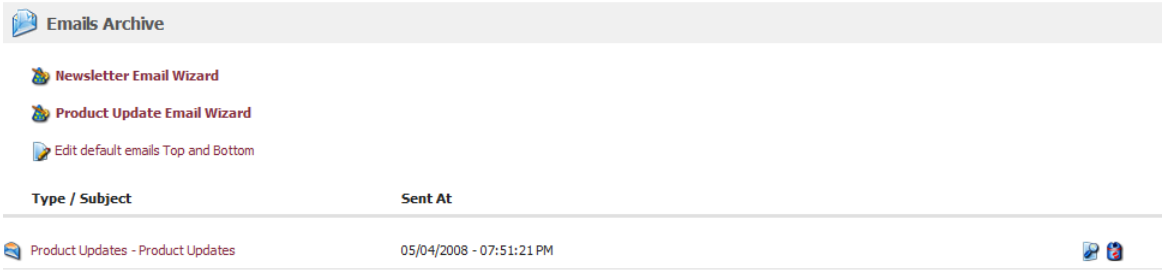


Figure 4-3-2: Emails Archive

Note: Click **Newsletter Email Wizard** link on the top of the **Emails Archive** page to open Newsletter Email Wizard (step 1 of 3) 83 page.

Click **Product Updates Email Wizard** link on the top of the **Emails Archive** page to open Product Updates Email Wizard (step 1 of 4) 87 page.

Click **Edit default emails Top and Bottom** link on the top of the **Emails Archive** page to open **Top and Bottom Email Templates** page. To know more about this page, go to Default Email Top and Bottom 93 section.

3. Click **Preview Email** icon to preview the email. The **Archived Email Preview** page will open, as shown in the Figure 4-3-3 below.

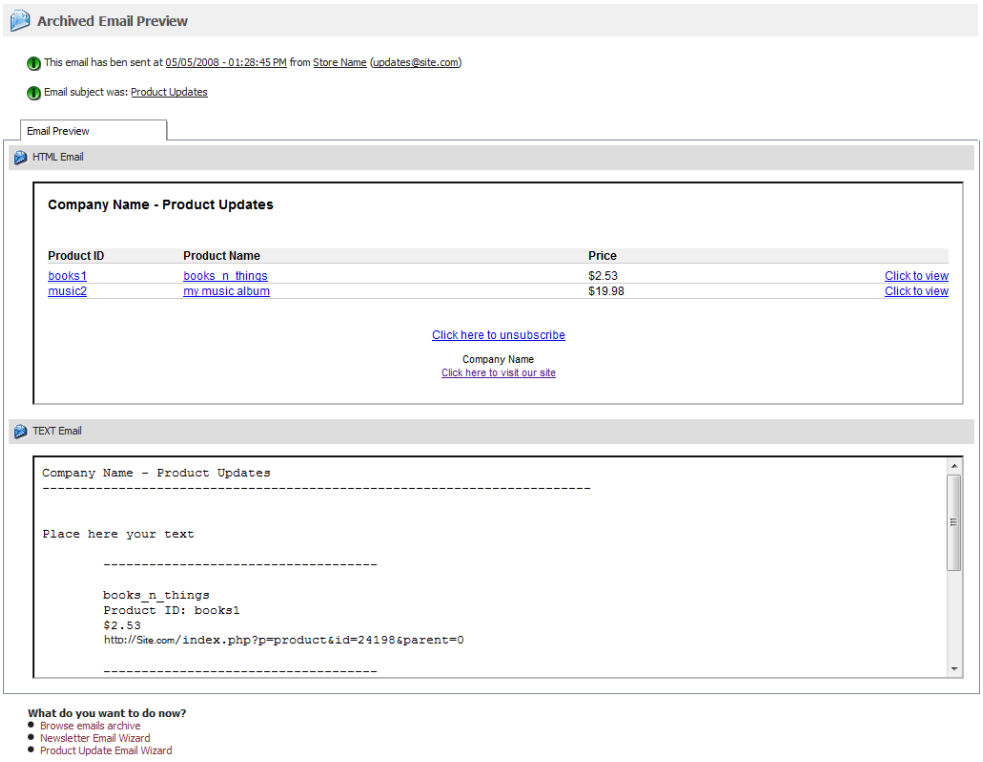


Figure 4-3-3: Archived Email Preview

© 2010

Note: You can also **delete emails** that exist in your archive from the Emails Archive 92 page. Click **Remove Email From Archive** icon for the email you want to delete. A pop up appears asking for confirmation, as shown in the Figure 4-3-4 below.

Figure 4-3-4: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

4.4 Default Email Top and Bottom

In this section you can edit the top and bottom email templates for HTML and Text Email.

For **editing the top and bottom email templates for HTML and Text Email**, follow the steps:

1. Click **Default Email Top & Bottom**, as shown in the Figure 4-4-1 below.

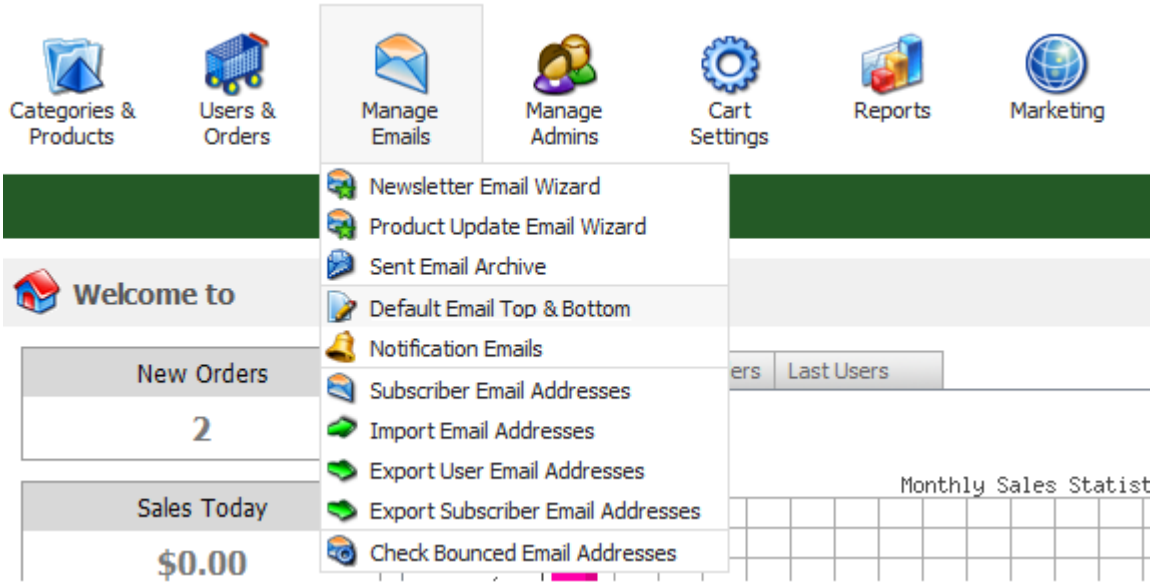


Figure 4-4-1: Default Emails Top & Bottom

The **Top and Bottom Email Templates** page will open. Here you can edit the top and bottom email templates for HTML and Text Email.

© 2010

Note: You can also directly open the **Top and Bottom Email Templates** page, by clicking on the **Default Email Top & Bottom** link in the Admin Area Home page 9.

2. **Top and Bottom for HTML Email:** You can **edit** the top and bottom for **HTML Email** by clicking on the respective box.

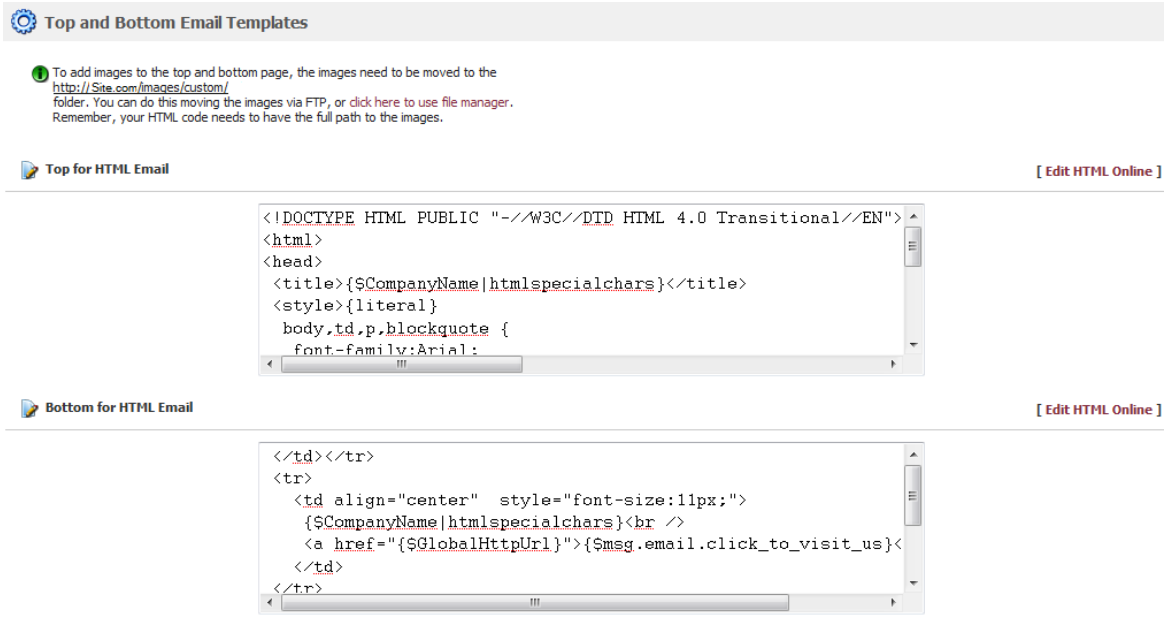


Figure 4-4-2: Top and Bottom for HTML Email

3. Further, you can create an eye-catching top and bottom for HTML Email, by clicking **Edit HTML Online** in **Top and Bottom for HTML Email**, as shown in the Figure 4-4-3 below.

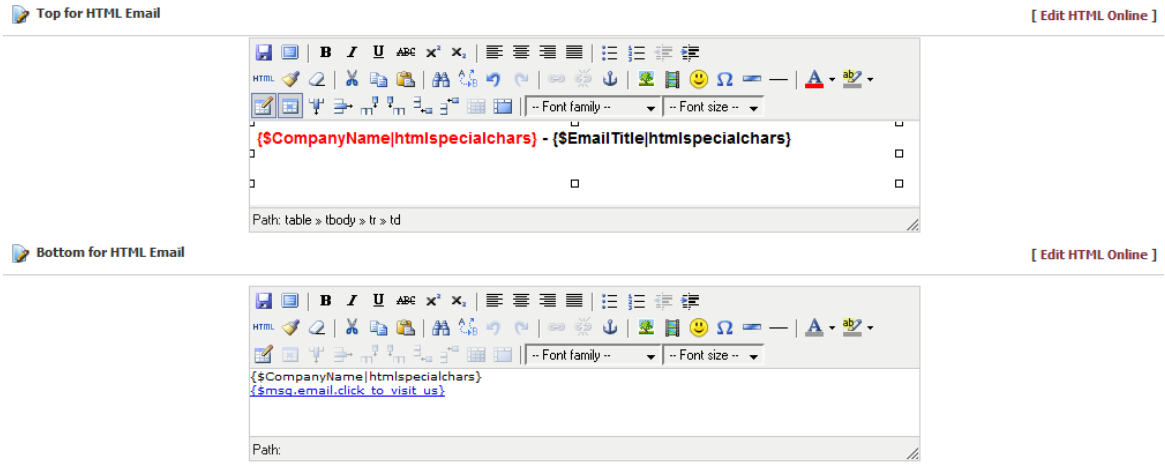


Figure 4-4-3: Online HTML Editor in Top and Bottom for HTML Email

4. **Top and Bottom for Text Email:** You can **edit** the top and bottom for **Text Email** by clicking on the respective box.

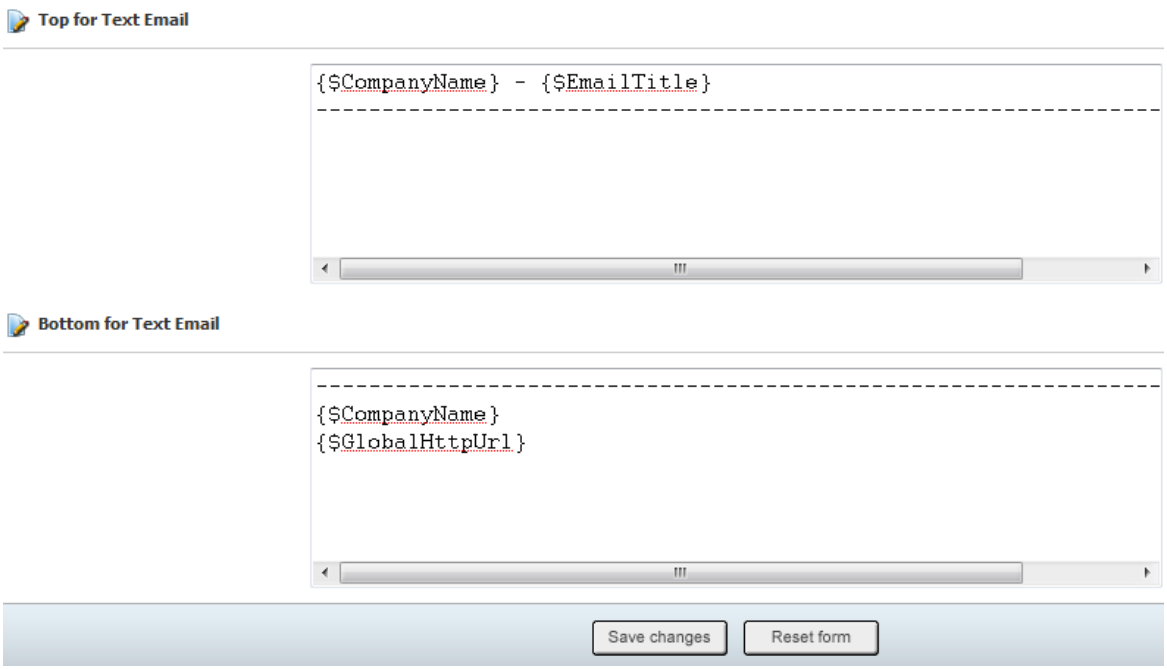


Figure 4-4-4: Top and Bottom for Text Email

5. If you want to cancel or start again, click on **Reset form** button.
6. Click on **Save changes** button to **edit the Top and Bottom Email Templates**. You can view the confirmation message on the top of the **Top and Bottom Email Templates** page, as shown in the Figure 4-4-5 below.

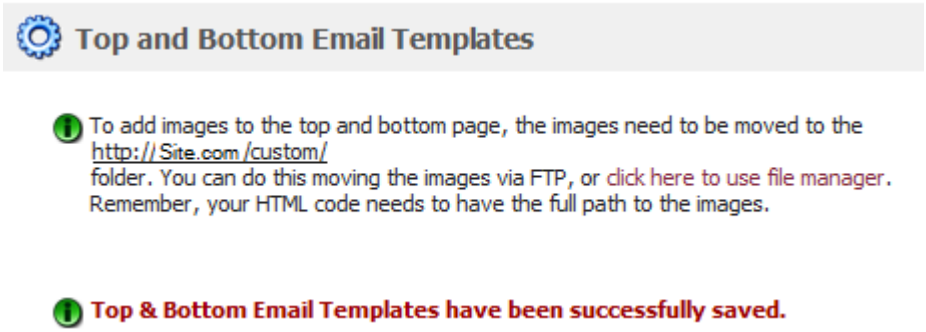

Top and Bottom Email Templates
To add images to the top and bottom page, the images need to be moved to the
http://Site.com/custom/
folder. You can do this moving the images via FTP, or click here to use file manager.
Remember, your HTML code needs to have the full path to the images.
Top & Bottom Email Templates have been successfully saved.

Figure 4-4-5: Saved Confirmation

4.5 Notification Emails

This section is used for editing email templates in notification email type.

For **Editing Email Template** in **Notification Email Type**, follow the steps:

1. Click **Notification Emails**, as shown in the Figure 4-5-1 below.

© 2010

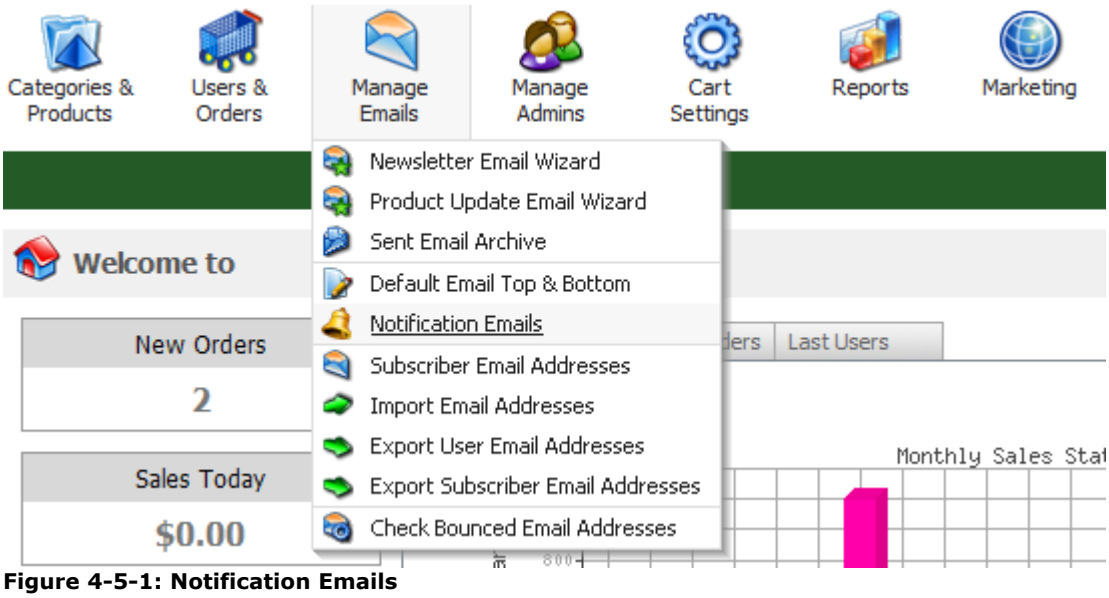


Figure 4-5-1: Notification Emails

2. The **Notification Emails** page will open, as shown in the Figure 4-5-2 below.

Note: You can also directly open the **Notification Emails** page, by clicking on the **Notification Emails** link in the Admin Area Home page 9.

Click **Edit default emails Top and Bottom** link on the top of the **Notification Emails** page to open **Top and Bottom Email Templates** page. To know more about this page, go to Default Email Top and Bottom 93 section.

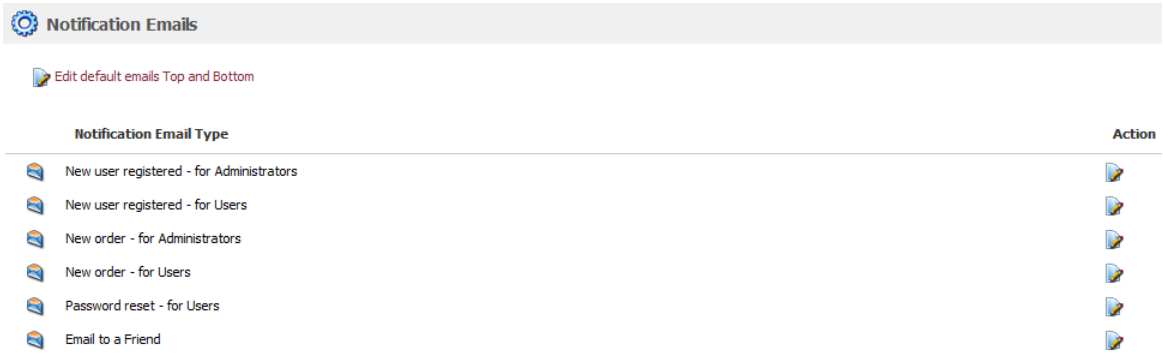

Notification Emails
Edit default emails Top and Bottom
Notification Email Type
Action
New user registered - for Administrators
New user registered - for Users
New order - for Administrators
New order - for Users
Password reset - for Users
Email to a Friend

Figure 4-5-2: Notification Email Type

3. Click **Edit Email Template** icon, for the Notification Email Type you want to modify.

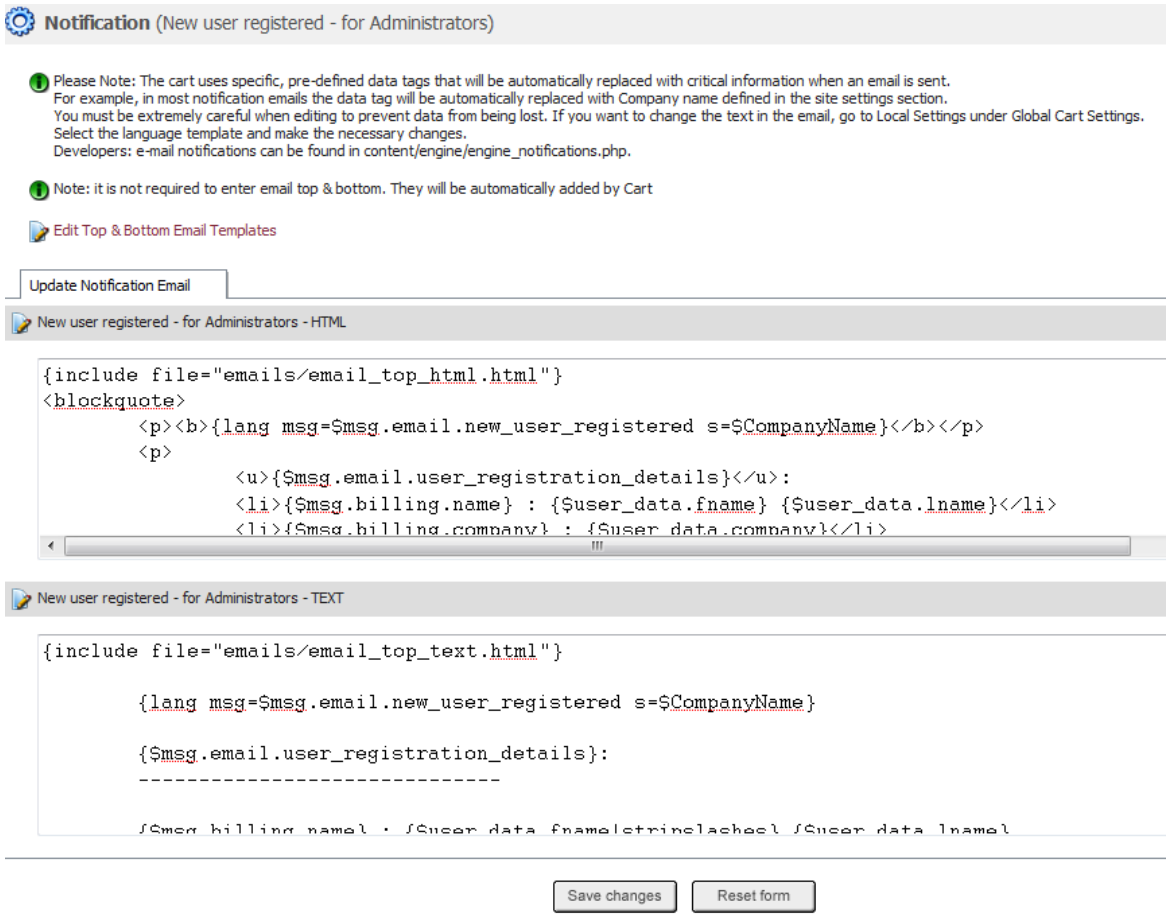
The **Edit Email Notification** page for that email type will open, as shown in the Figure 4-5-3 97 below.

4. Click on the respective boxes (**HTML** and **TEXT**) to **edit** the template for that email type.

Note: Click **Edit Top and Bottom Email Templates** link on the top of the **Edit Email Notification** page to open **Top and Bottom Email Templates** page. To

© 2010

know more about this page, go to Default Email Top and Bottom 93 section.


Notification (New user registered - for Administrators)
Please Note: The cart uses specific, pre-defined data tags that will be automatically replaced with critical information when an email is sent.
For example, in most notification emails the data tag will be automatically replaced with Company name defined in the site settings section.
You must be extremely careful when editing to prevent data from being lost. If you want to change the text in the email, go to Local Settings under Global Cart Settings.
Select the language template and make the necessary changes.
Developers: e-mail notifications can be found in content/engine/engine_notifications.php.
Note: it is not required to enter email top & bottom. They will be automatically added by Cart
Edit Top & Bottom Email Templates
Update Notification Email
New user registered - for Administrators - HTML
{include file="emails/email_top_html.html"}
<blockquote>
{lang msg=$msg.email.new_user_registered s=$CompanyName}

<u>{$msg.email.user_registration_details}</u>:
{$msg.billing.name} : {$user_data.fname} {$user_data.lname}
New user registered - for Administrators - TEXT
{include file="emails/email_top_text.html"}
{lang msg=$msg.email.new_user_registered s=$CompanyName}
{$msg.email.user_registration_details}:
Save changes
Reset form

Figure 4-5-3: Edit Email Notification Page

5. If you want to cancel or start again, click on the **Reset form** button.
6. Click **Save changes** button to save email template for the email type. You can view the confirmation message on top of the **Edit Email Notification** page, as shown in the Figure 4-5-4 below.

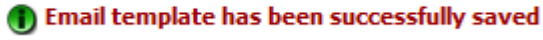


Figure 4-5-4: Saved Confirmation

7. Click **OK**.

© 2010

4.6 Manage Subscribers Email Addresses Overview

This section is used for searching the email address of the subscribers such as News and Updates Subscribers, Newsletters Subscribers, etc. In addition, you can also modify the subscriber's information and delete subscriber's email from the mail list. To know more about managing subscribers email addresses, click on the links below.

Search Subscribers Email Addresses 98
Edit 99
Delete 100

4.6.1 Search Subscribers Email Addresses

For **searching the email address of the subscribers**, follow the steps:

1. Click **Manage Subscriber Email Addresses**, as shown in the Figure 4-6-1 below.

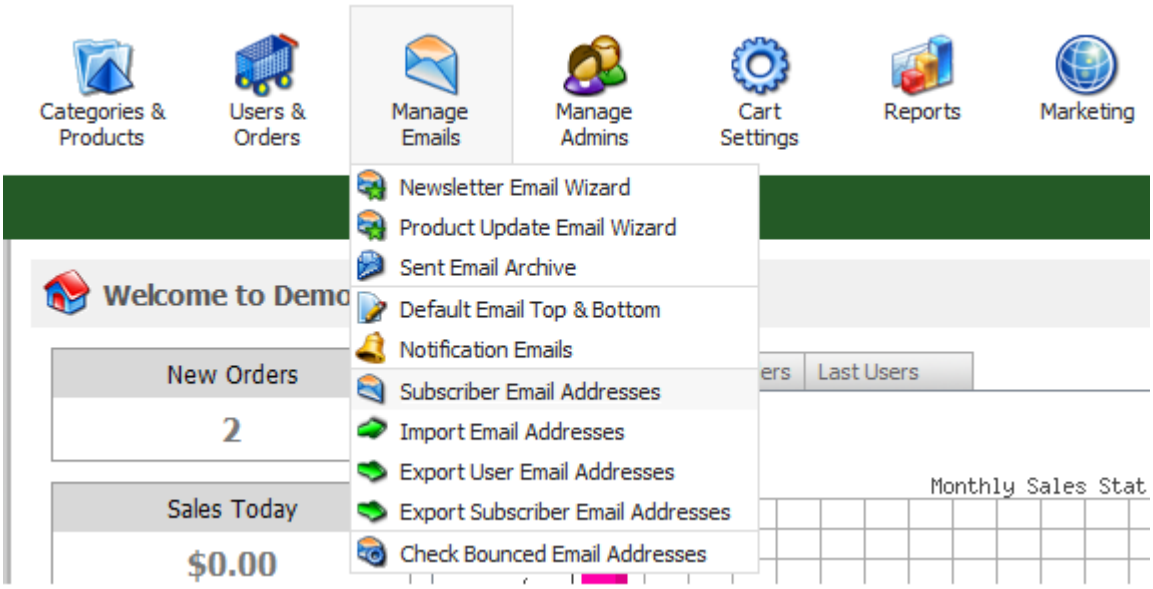


Figure 4-6-1: Manage Subscribers Emails

The **Manage Subscriber Email Addresses** page will open, as shown in the Figure 4-6-2 99 below.

Note: You can also directly open the **Manage Subscriber Email Addresses** page, by clicking on the **Manage Subscriber Emails** link in the Admin Area Home page 9 .

2. **Search Subscribers Base:** Enter the following information:
   a. **Search by date:** Select the starting and ending date from the drop down menu, if you want to search the subscribers email list on the basis of date.

© 2010

b. **Search by email:** Enter the email Address, if you want to search the subscribers email list on the basis of email.

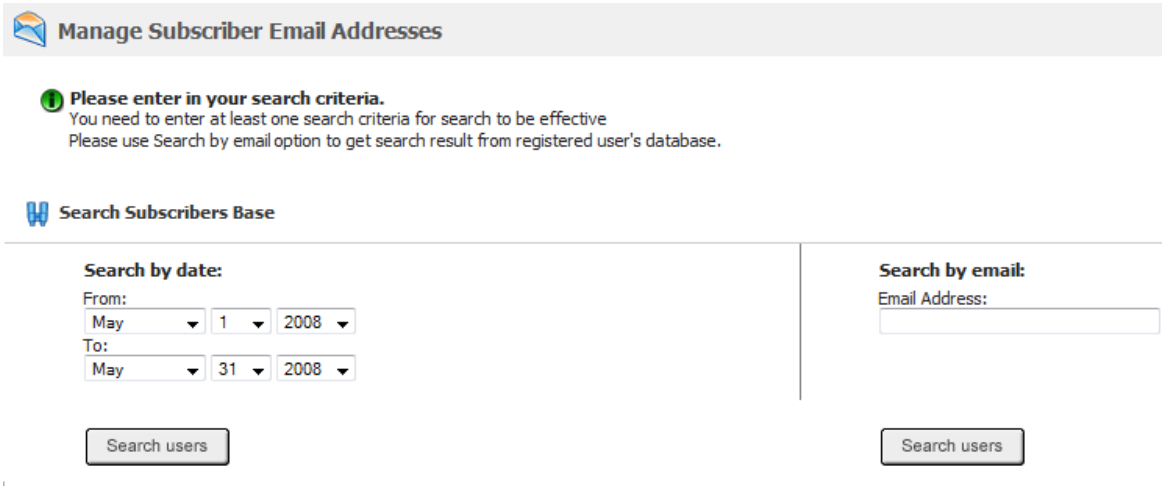


Figure 4-6-2: Manage Subscriber Email Addresses

3. Click on the **Search users** button.
4. Scroll down to the bottom of the **Manage Subscriber Email Addresses** page, to view the **email address of the subscribers**, as shown in the Figure 4-6-3 below.

Note: You can view all the **imported email addresses** in the subscribers list. To know more about **importing email addresses**, click here 101.

You can also **edit** and **delete** the email address of the subscribers from the **Email addresses of subscribers** page. To know more about editing 99 and deleting 100 **email addresses of the subscribers**, click on each of the links.

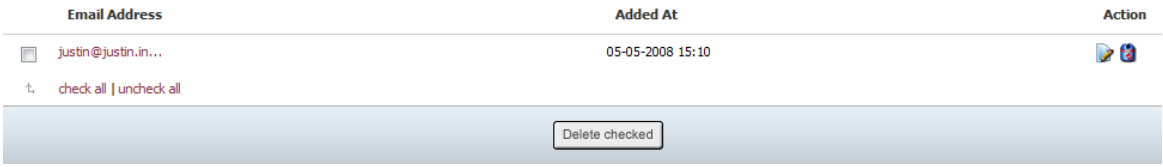


Figure 4-6-3: Email addresses of subscribers

4.6.2 Edit Subscribers Email Addresses

To **edit the email address of the subscribers**, follow the steps:

1. Open 98 the **Email addresses of subscribers** page.
2. Click on the **Edit email** icon for the subscriber, you want to view or edit email information.

The **Edit Subscriber's Email (select)** page will open, as shown in the Figure 4-7-1

© 2010

100 below.

Note: You can remove the email address of the subscribers by clicking on **Remove this e-mail from subscribers list** link. A confirmation box pops-up, as shown in the Figure 4-8-1 101. Click **OK** button to confirm deletion.

You can also click on **Browse Subscriber Emails** link to return back to Manage Subscriber Email Addresses page 99.

3. **Basic Information:** Enter the following information:
   a. **Subscriber Email Address:** You can modify the subscriber email address.
   b. **Subscribe to newsletter mail list:** Select **Yes** from the drop down menu to subscribe to newsletter mail list. Selecting **No** will unsubscribe you from the newsletter mail list.
   c. **Subscribe to products updates mail list:** Select **Yes** from the drop down menu to subscribe to the product updates mail list. Selecting **No** will unsubscribe you from the products updates mail list.

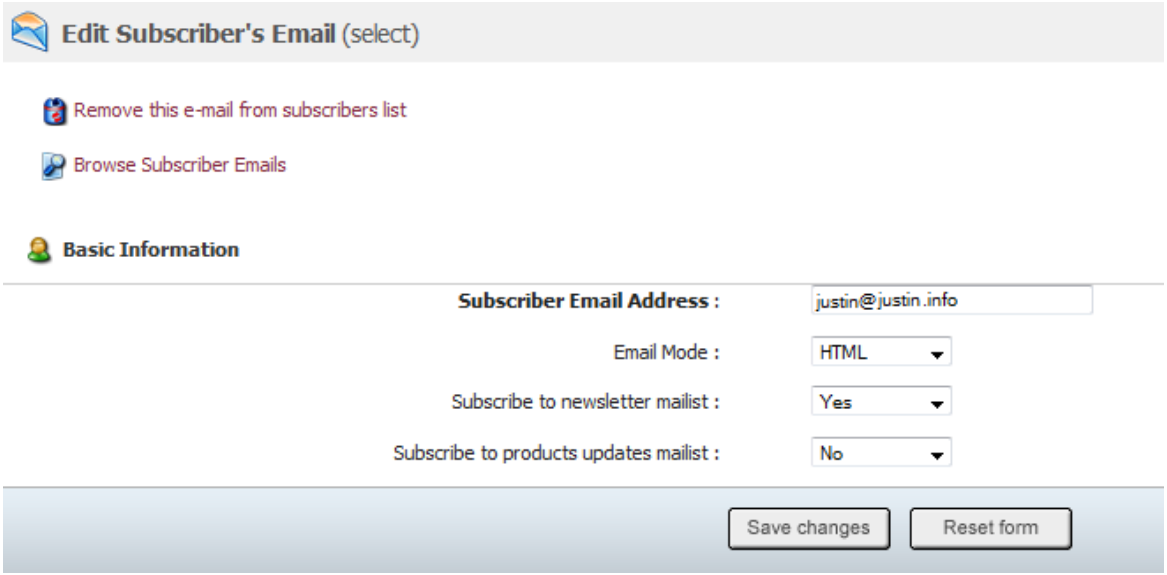


Figure
4-7-1: Edit Subscriber's Email (select)

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

4.6.3 Delete Subscribers Email Addresses

To **delete the email address of the subscribers**, follow the steps:

1. Open 98 the **Email addresses of subscribers** page.
2. Click on the **Delete email from subscribers list** icon for the subscriber.

© 2010

Note: You can also **delete email address of the subscribers** from the mail list by checking the box and then, clicking on the **Delete checked** button. A pop up appears asking for confirmation. Click **OK** button.

If you wish to delete all subscribers, click **check all** link and then click **Delete checked** button. A pop up appears asking for confirmation. Click **OK** button to confirm deletion.

A pop up appears asking for confirmation, as shown in the Figure 4-8-1 below.

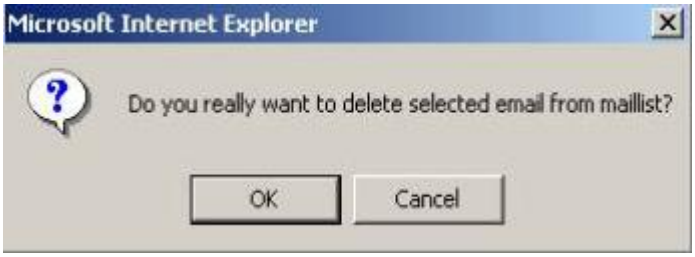


Figure 4-8-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the email has been successfully removed.

4.7 Import Email Addresses

You can use this section to import email addresses. The imported email addresses will be added to the subscribers list.

For **importing email addresses**, follow the steps:

1. Click **Import Email Addresses**, as shown in the Figure 4-9-1 below.

© 2010

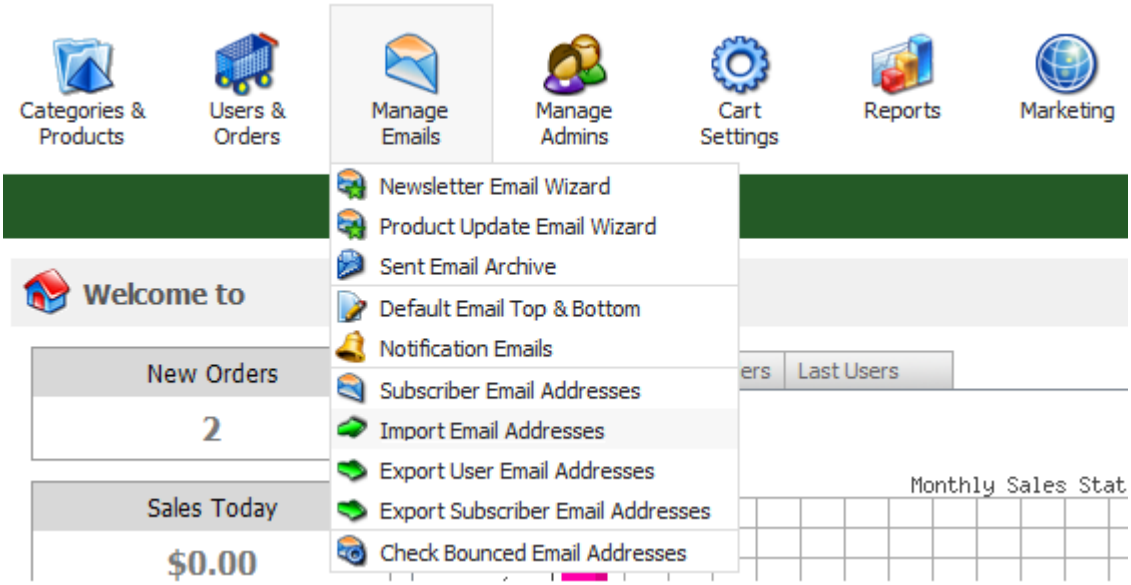


Figure 4-9-1: Import Email Addresses

The **Import Email Addresses** page will open, as shown in the Figure 4-9-2 103 below.

Note: You can also directly open the **Import Email Addresses** page, by clicking on the **Import Emails** link in the Admin Area Home page 9.

2. Under **Import Email Addresses**, select from the drop down menu the format in which you would like to import the email addresses. There are three types of email list formats:
   - Email address per line
   - Comma-separated emails
   - Semicolon-separated emails
3. Enter or copy the email addresses under **Paste Email Addresses Here**.

© 2010

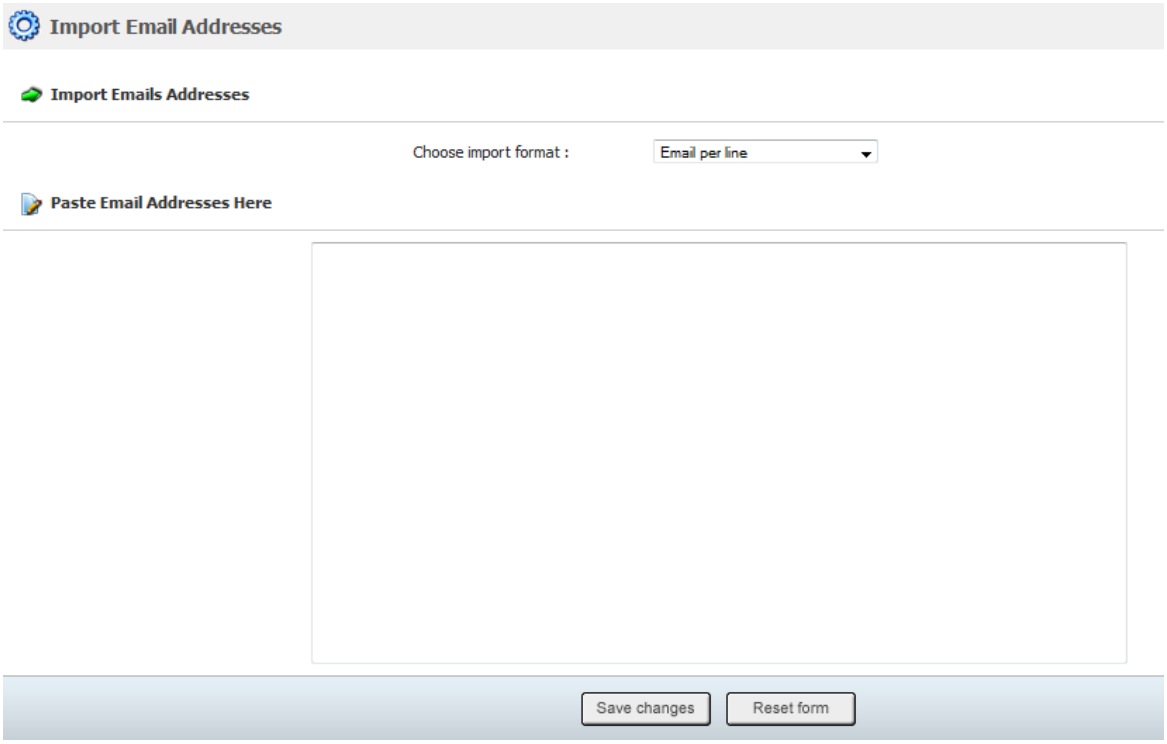


Figure 4-9-2: Import Email Addresses

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to import the email addresses to the subscribers list.

4.8 Export User Email Addresses

You can use this section to export user email addresses.

For **exporting user email addresses**, follow the steps:

1. Click **Export User Email Addresses**, as shown in the Figure 4-10-1 below.

© 2010

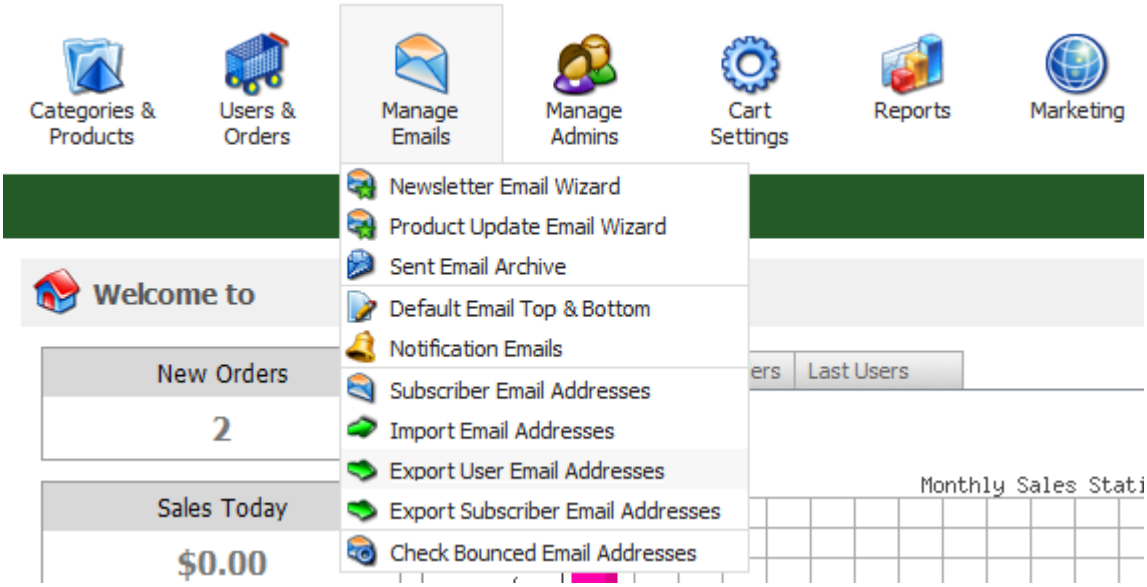


Figure 4-10-1: Export User Email Addresses

The **Export User Email Addresses** page will open, as shown in the Figure 4-10-2 105.

Note: You can also directly open the **Export User Email Addresses** page, by clicking on **Export User Emails** link in the Admin Area Home page 9.

2. Under **Export User Email Addresses**, select from the drop down menu the subscriber's list and the format in which you would like to export the emails list. There are four types of email list formats:
   - Show as "name1" <email1>, "name2" <email2>
   - Comma-separated emails
   - Semicolon-separated emails
   - Email address per line

© 2010

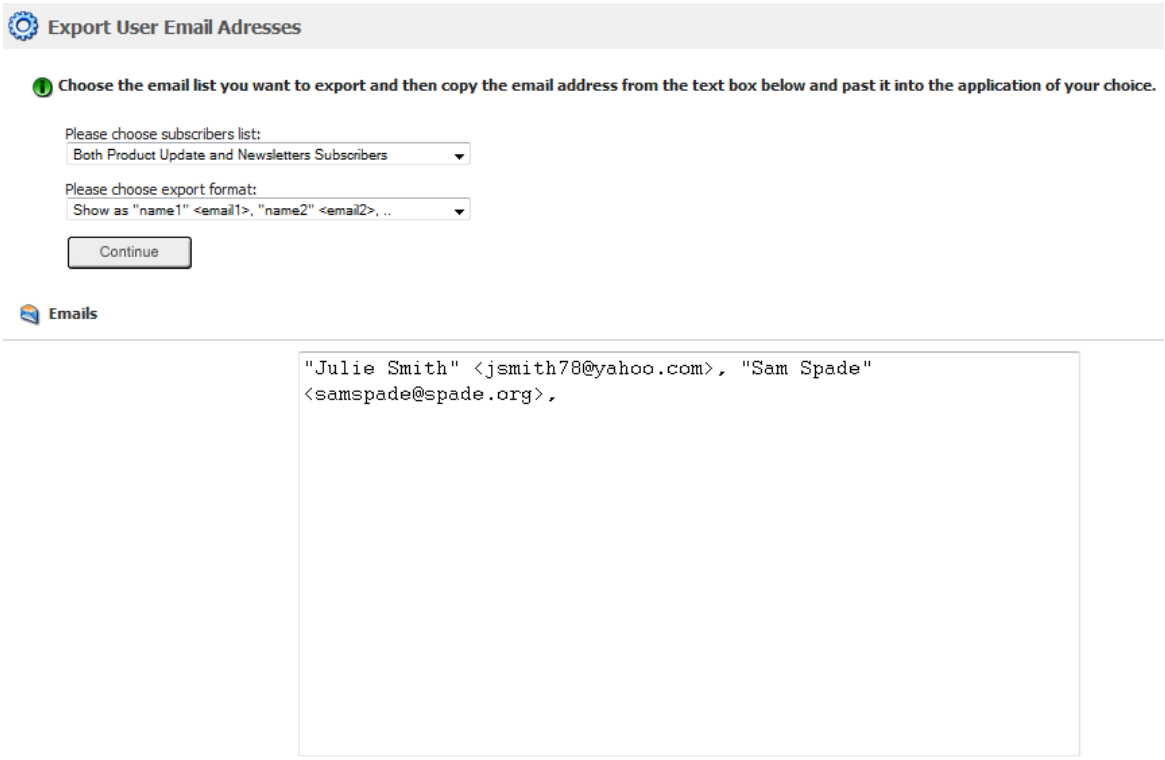


Figure 4-10-2: Export User Email Addresses Page

3. Click **Continue** button to export the user email addresses. You can then copy/ paste the exported user email addresses from the **Emails** text area in application you need.

4.9 Export Subscriber Email Addresses

You can use this section to export subscriber email addresses.

For **exporting subscriber email addresses**, follow the steps:

1. Click **Export Subscriber Email Addresses**, as shown in the Figure 4-11-1 below.

© 2010

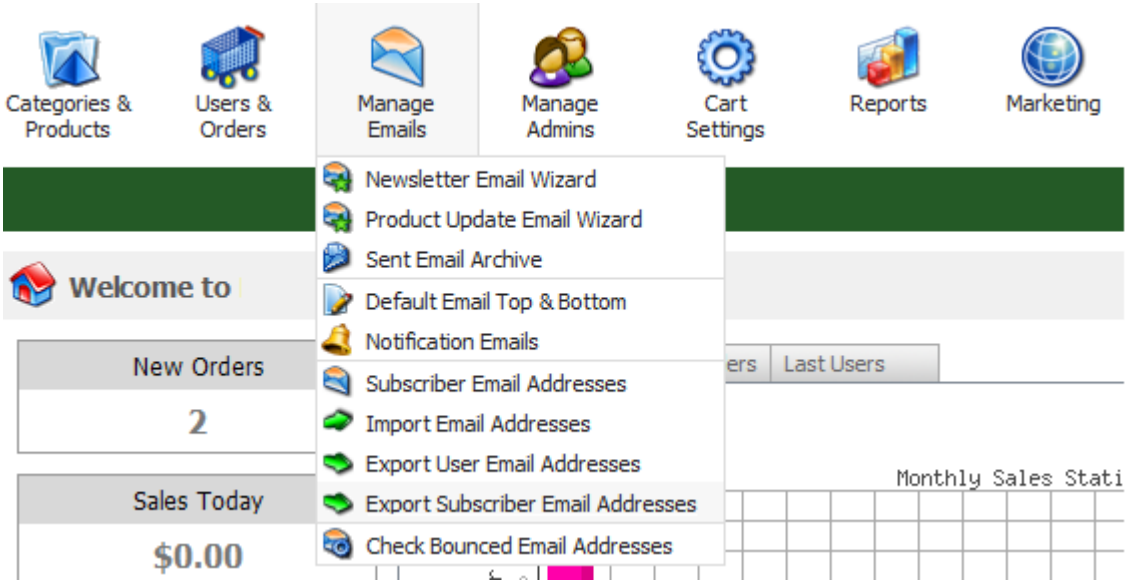


Figure 4-11-1: Export Subscriber Email Addresses

The **Export Subscriber Email Addresses** page will open, as shown in the Figure 4-11-2 107.

Note: You can also directly open the **Export Subscriber Email Addresses** page, by clicking on the **Export Subscriber Emails** link in the Admin Area Home page 9.

2. Under **Export Subscriber Email Addresses**, select from the drop down menu the format in which you would like to export the emails list. There are four types of email list formats:
   - Show as "name1" <email1>, "name2" <email2>
   - Comma-separated emails
   - Semicolon-separated emails
   - Email address per line

© 2010

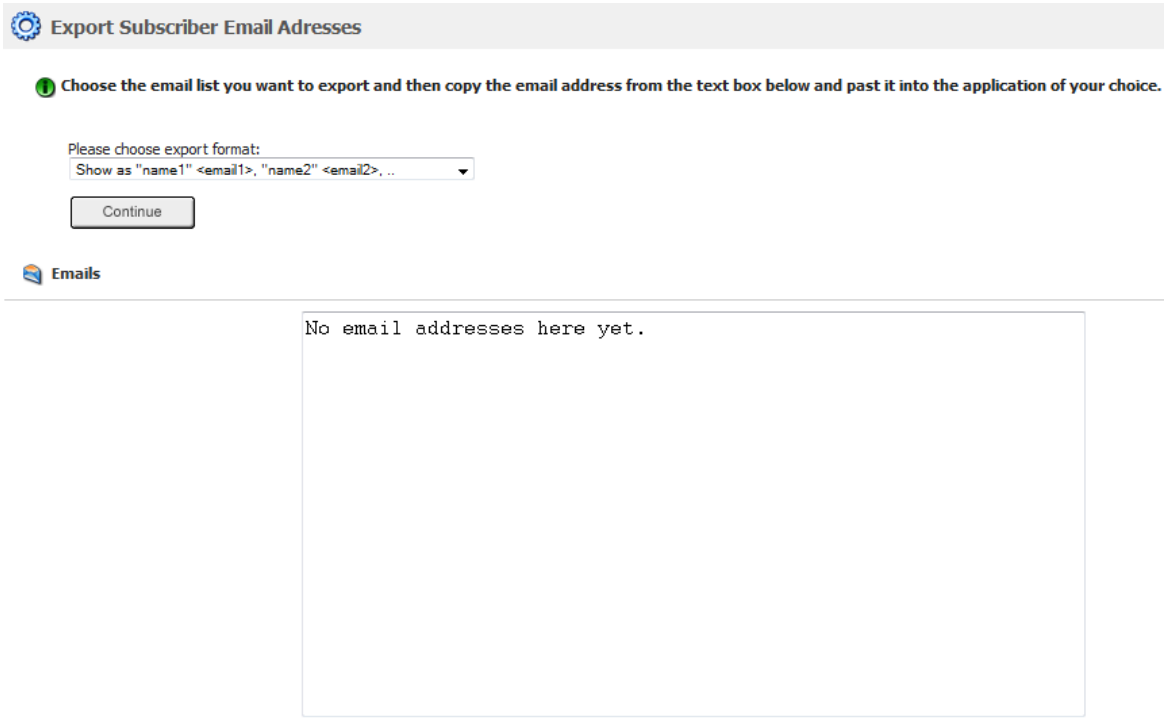

Export Subscriber Email Adresses
Choose the email list you want to export and then copy the email address from the text box below and past it into the application of your choice.
Please choose export format:
Show as "name1" <email1>, "name2" <email2>, ..
Continue
Emails
No email addresses here yet.

Figure
4-11-2: Export Subscriber Email Addresses Page

3. Click **Continue** button to export the subscriber email addresses in the selected format under **Emails**, as shown in the Figure 4-11-3. You can then copy/paste the exported subscriber email addresses from the **Emails** text area in application you need.

© 2010

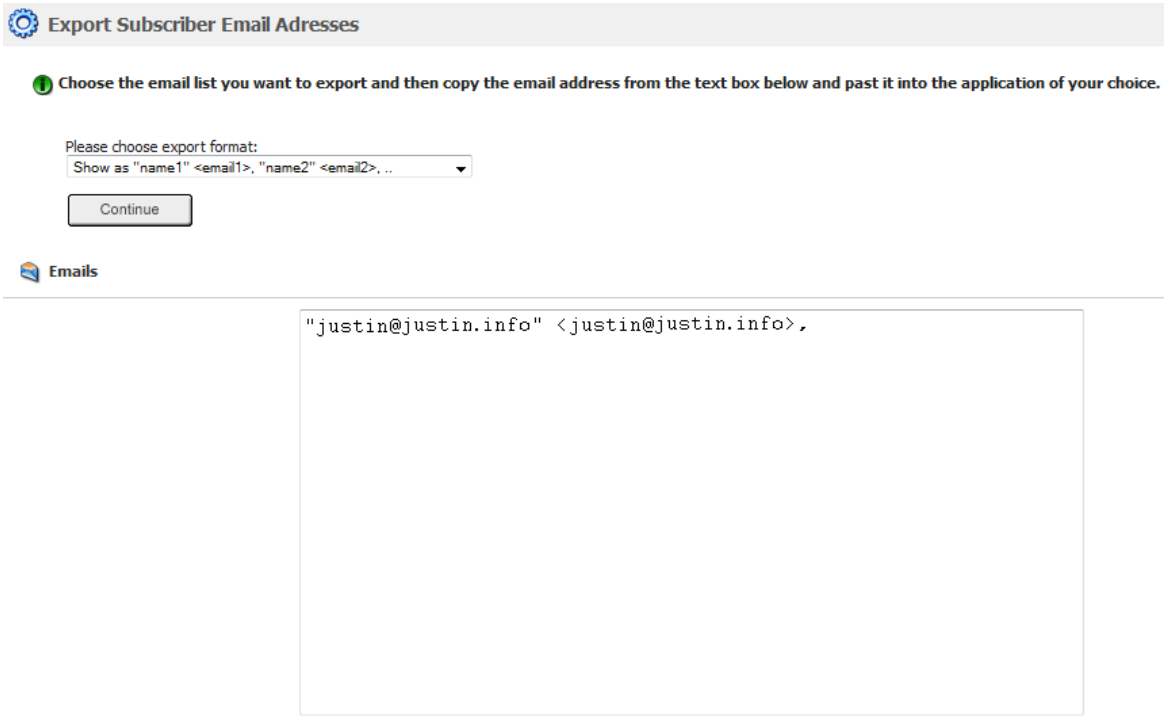


Figure 4-11-3: Emails Address of Subscribers

4.10 Check Bounced Email Addresses

This section will allow you to remove bad and bounced email addresses from your email list. It will login to the POP3 email server you selected and conduct a scan on returned email address.

Note: Before running this feature, enter information regarding your email account in **POP3 Email Settings** under **Global Cart Settings**. To know more about **POP3 Email Settings**, click here 143.

For **managing the bounced emails**, follow the steps:

1. Click **Check Bounced Email Addresses**, as shown in the Figure 4-12-1 below.

© 2010

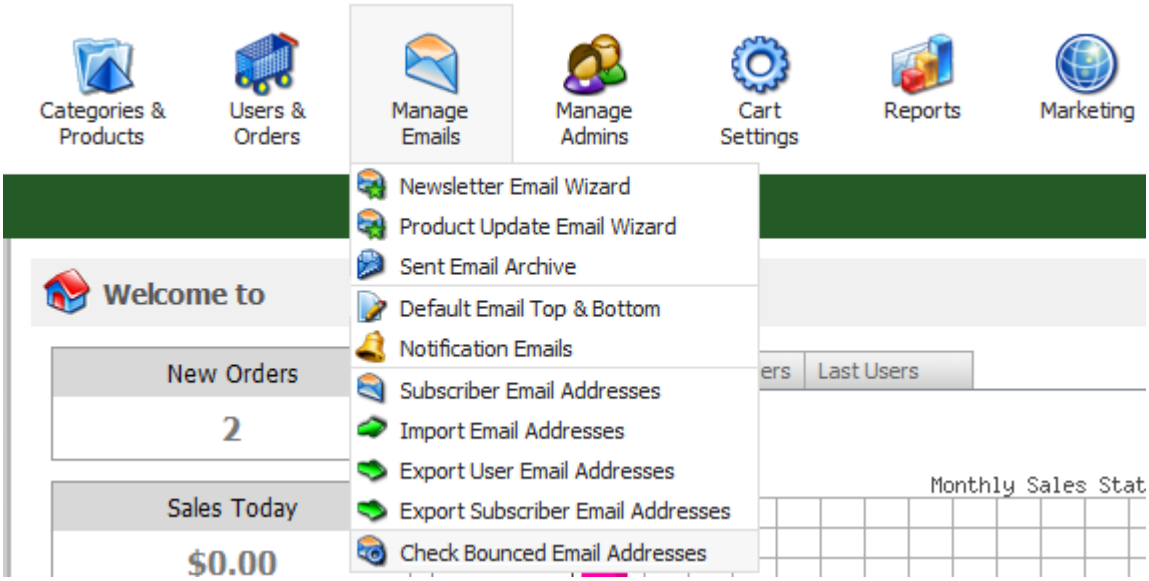


Figure 4-12-1: Check Bounced Email Addresses

Check Bounced Email Addresses (Step 1 of 3) page will open, as shown in the Figure 4-12-2.

Note: You can also directly open the **Check Bounced Email Addresses (Step 1 of 3)** page, by clicking on the **Check Bounced Emails** link in the Admin Area Home page 9.

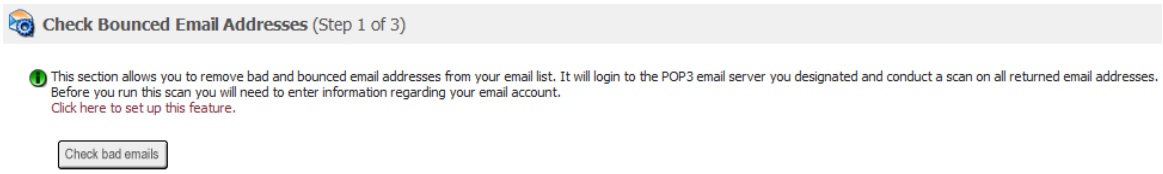

Check Bounced Email Addresses (Step 1 of 3)
This section allows you to remove bad and bounced email addresses from your email list. It will login to the POP3 email server you designated and conduct a scan on all returned email addresses. Before you run this scan you will need to enter information regarding your email account.
Click here to set up this feature.
Check bad emails

Figure 4-12-2: Check Bounced Email Addresses (Step 1 of 3)

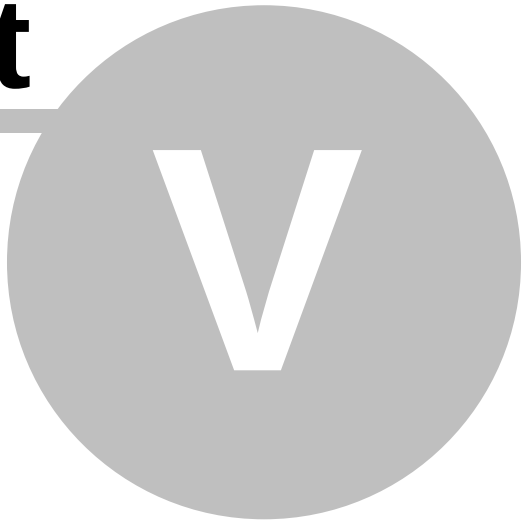
2. Click on the **Check bad emails** button to open **Check Bounced Email Addresses (Step 2 of 3)** page, where you can view all the bounced email addresses.

© 2010

Top Level Intro

This page is printed before a new
top-level chapter starts

Part



5 Manage Admins

This section is used to create a new administrator account, edit or delete an existing administrator account. In addition, you can also update your profile. It has 4 sub sections:

Create a New Administrator Account 111
Browse Administrators 113
Edit an Existing Administrator Account 114
Delete 43
Update Your Profile 116

5.1 Create a New Administrator Account

To **create a new administrator account**, follow the steps:

1. Click **Create a New Account**, as shown in the Figure 5-1-1 below.

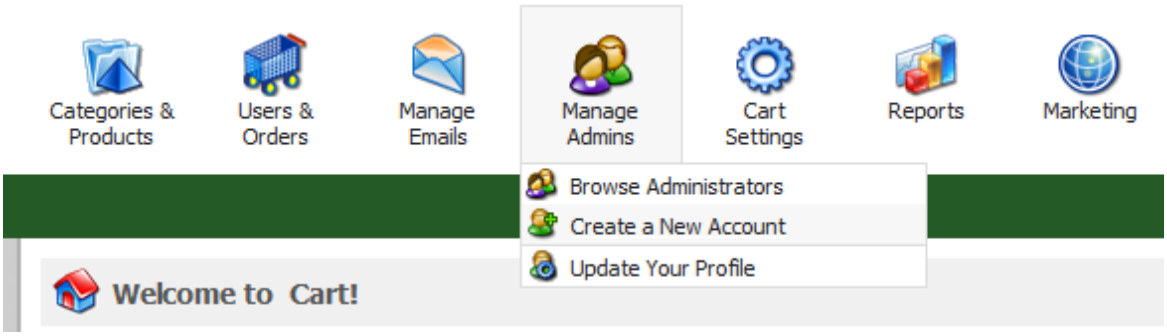


Figure 5-1-1: Create New Administrator Account

The **Site Administrator (insert)** page will open, as shown in the Figure 5-1-2 112.

Note: You can also directly open the **Site Administrator (insert)** page, by clicking on **Create a New Account** link in the Admin Area Home page 9.

2. **Basic Information & Security:** Enter the following information:
   a. **Full Name:** Type the full name of the person.
   b. **Email:** Type his email address.
   c. **Email type:** Select from the drop down menu the Email type (Plain text messages or HTML-enriched messages).

Note: You can also select whether the person will receive **invoice notifications**, **out of stock messages**, **new user registration notifications** or **all** by checking the boxes.

   d. **Username:** Enter a unique user name.
   e. **Password:** Enter the password for this username.
   f. **Password Confirmation:** Re Type the password.

© 2010

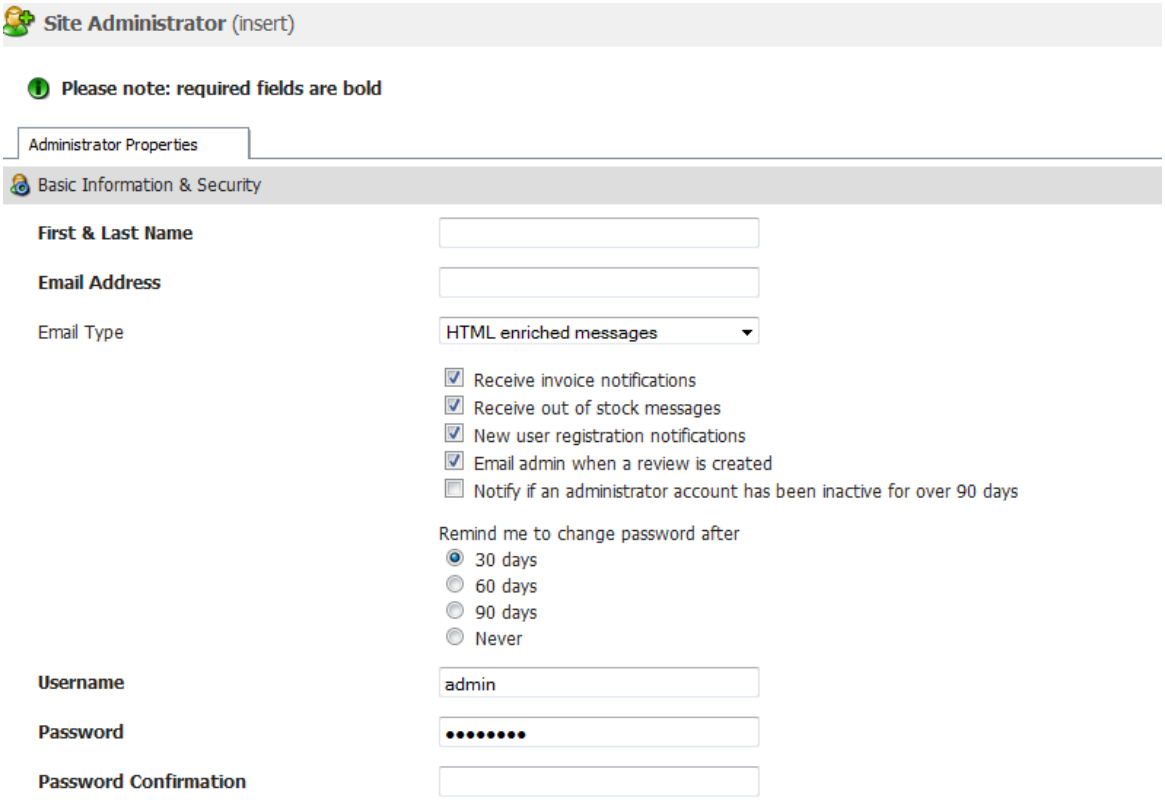


Figure 5-1-2: Basic Information & Security

3. **Administrator Privileges:** You can also select the level of access you would like to give to this administrator by clicking the check boxes. You must select at least one privilege by clicking in the box next to it.

Note: Select **UNLOCKED** from the **Current Status** drop-down menu to activate this administrator account whereas selecting **LOCKED** will de-activate the account.

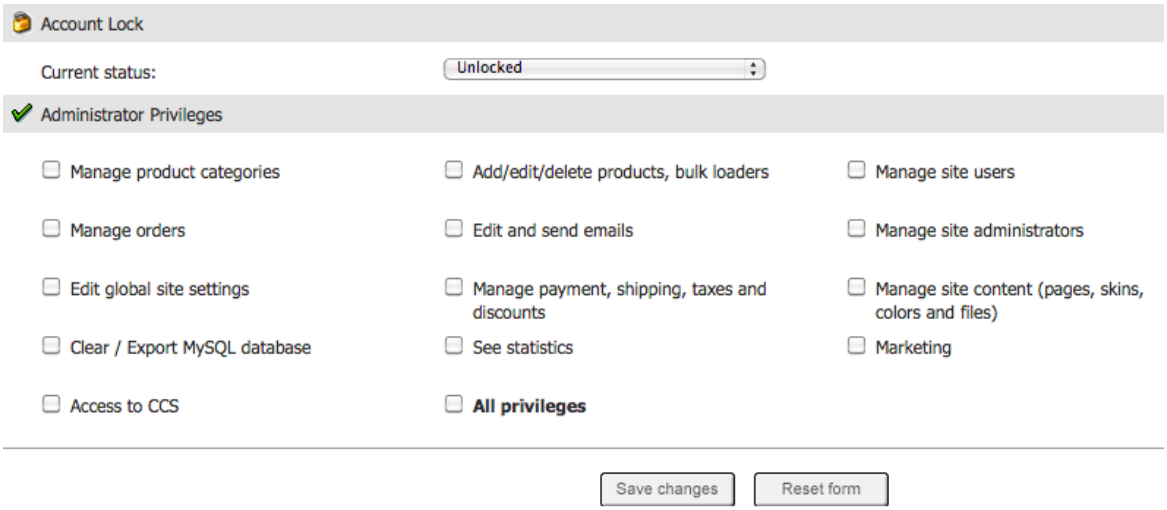


Figure 5-1-3: Administrator Privileges

© 2010

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about the new administrator account. You will get a confirmation message that the new administrator account has been successfully created.

5.2 Browse Administrators

You can use this section to browse, edit and delete an existing administrator account. To **browse administrator**, follow the steps:

1. Click **Browse Administrators**, as shown in the Figure 5-2-1 below.

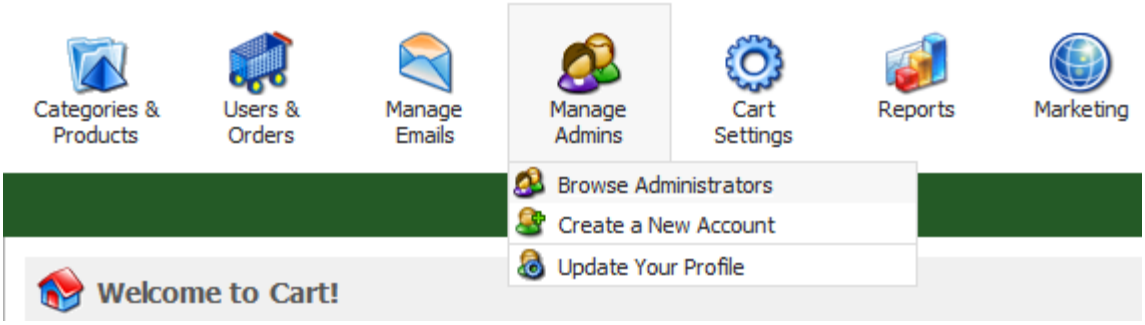


Figure 5-2-1: Browse Administrators

The **Site Administrators** page will open, as shown in the Figure 5-2-2 below.

Note: You can also directly open the **Site Administrators** page, by clicking on the **Browse Administrators** link in the Admin Area Home page 9.

You can also **create a new administrator account** from Site Administrators page 113, by clicking on **Create a New Administrator Account** link on the top of the page.

Your account will not be listed in **Site Administrators** page because you are browsing other accounts in your company. However, you can update your own profile 116 by clicking on **Update Your Profile** link on the top of the page.

2. You can edit 114 ( ) and remove 43 ( ) existing administrator account by clicking on the respective icons.

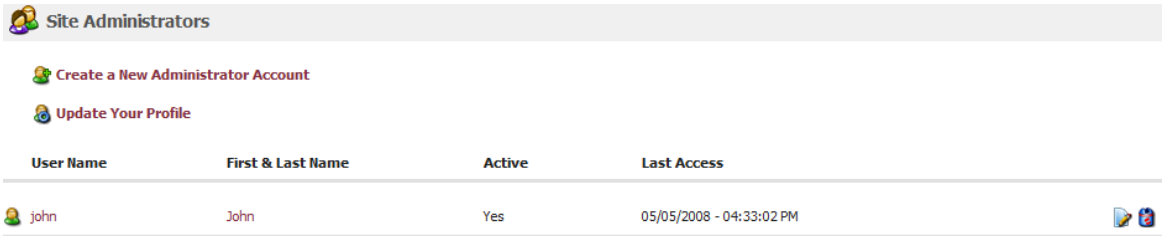


Figure 5-2-2: Site Administrators

© 2010

3. Go to these links to know further about how to:
   Edit an Existing Administrator Account 114
   Delete an Existing Administrator Account 43

5.3 Edit an Existing Administrator Account

You can use this section to edit an existing administrator account. To **edit an existing administrator account**, follow the steps:

1. Open 113 the **Site Administrators** page.
2. Click **Edit Account** icon for an account you want to modify.
3. The **Site Administrator (update)** page will open, as shown in the Figure 5-3-1 115 below where you can **edit** the various fields.

Note: You can also **delete this account** from the **Site Administrator (update)** page. To **delete the account**, click **Remove this account** link on top of the page.

© 2010

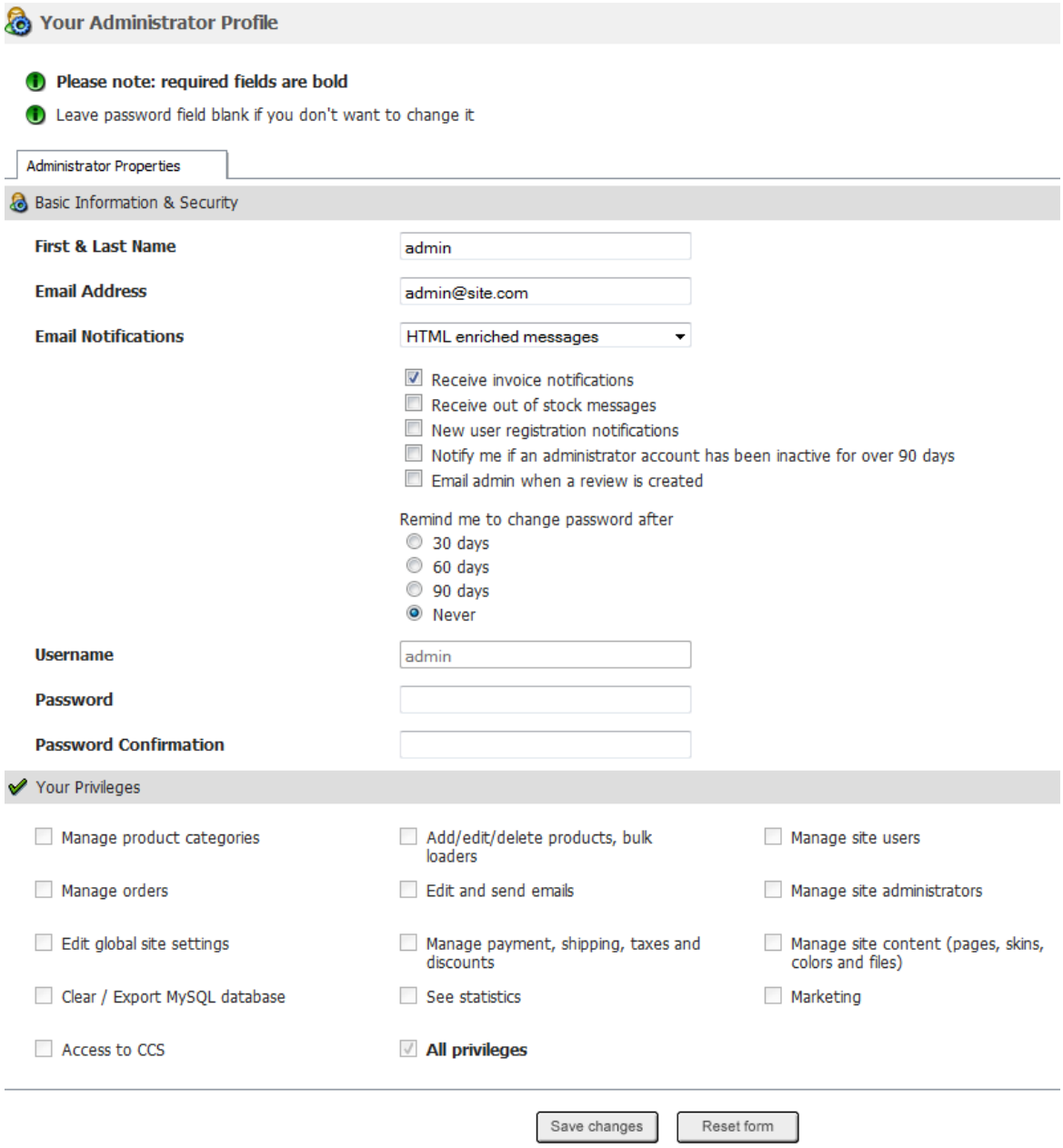


Figure 5-3-1: Site Administrator (update) Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to update the information. You will get a confirmation message that the administrator account has been successfully updated.

© 2010

5.4 Delete an Existing Administrator Account

You can use this section to delete an existing administrator account. To **delete an existing administrator account**, follow the steps:

1. Open 113 the **Site Administrators** page.
2. Click **Delete Account** icon for a category you want to remove. A pop up appears asking for confirmation, as shown in the Figure 5-4-1 below.
3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the administrator account has been successfully removed.

5.5 Update Your Profile

You can use this section to update your own profile. To **update your own profile**, follow the steps:

1. Click **Update Your Profile**, as shown in the Figure 5-5-1 below.

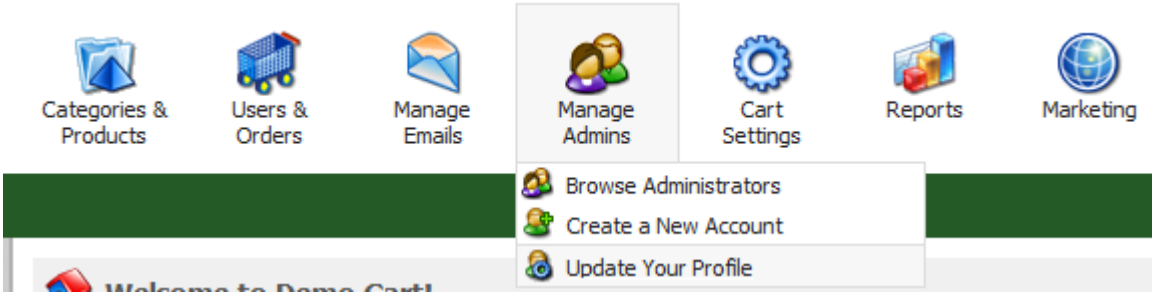


Figure 5-5-1: Update Your Profile

2. **Your Administrator Profile** page will open, as shown in the Figure 5-5-2 117 below where you can update the various fields and add more privileges, if all privileges are not selected.

Note: You can also directly open **Your Administrator Profile** page, by clicking on the **Update Your Profile** link in the Admin Area Home page 9.

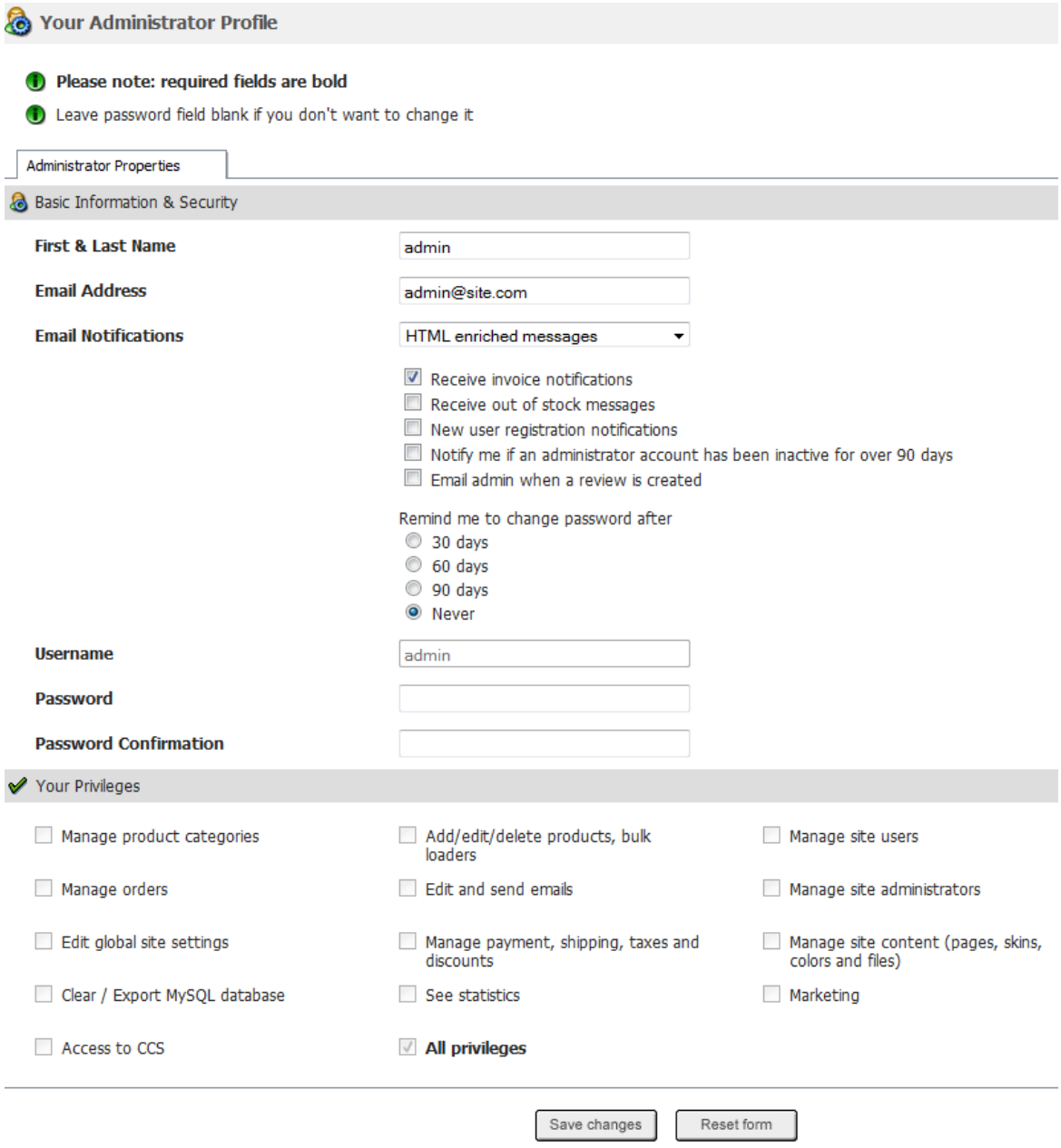


Figure 5-5-2: Update Administrator Profile

3. If you want to cancel or start again, click on **Reset form** button.
4. Click **Save changes** button to update your profile.

© 2010

5.6 Administrators Activity Log

Administrators Activity Log

© 2010

Top Level Intro

This page is printed before a new
top-level chapter starts

Part

6 Cart Settings

You can use this section in order to manage the cart settings. To know in detail about the cart settings, click on respective links below:

Global Cart Settings Overview 120
Order Settings Overview 156
Shipping Management 202
Edit Taxes 216
Edit Discounts 221
Create Promo Codes 223
Enable Promo Codes 224
Delete Promo Codes 226
Appearance Settings Overview 226
Content Management Overview 237
Forms Control/ Custom Fields Overview 241
File Manager 246
Database & Back-up Tools 248

6.1 Global Cart Settings Overview

This section allows you to **select** the **cart setting** you would like to adjust. Select from the following cart settings:

Company Information 121: Used to enter the information about your company.
Global Site Settings 124: This section is used to enter information about administration e-mails, support e-mails and other information about TurnKey Commerce.
Order/Cart Settings 125: Settings for how visitors use TurnKey Commerce.
Security Settings 128: This section is used to manage the following information: Cookie Prefix, User Session Timeout, Order Timeout, Account Blocking on failed payment transactions, Number of hours Account is Blocked, Number of time Account Access can fail before access is denied, etc.
Bestsellers Settings 131: In this section, you can provide settings for your most popular products.
Proxy Settings: 133 This area will allow you to run the cart on proxy servers.
Gift Message 134: This section allows you to enable or disable gift messaging.
Digital Products 135: This section allows you to enable or disable Digital Produces and set download limit for downloading digital products.
Printable Invoice Settings 137: This section allows you to set print invoice height and manage the company information for the printable invoice page.
Search Engine Settings 139: This section is used to enter Search Engine information like Meta Keywords, Auto generation of additional keywords, Use of URL Transformation for Products-Catalog & Text etc.
Wholesale Settings 142: This section is used for Advanced Wholesales Support and allows companies who will wholesale to apply Case Pack and Inter Pack fields to the Add a Product Page.
Pop3 Email Settings 143: Use this section to set up POP3 email account for managing bounced and bad email addresses.
Country List 145: Use this section to enable countries you sell your products. You can view all the enabled countries during the checkout process.

© 2010

Local Settings 147: Use this section to manage the site local settings, customize the cart to specific currencies and add a new language template to ifanstoremanager.

6.1.1 Company Information

In this section you can provide company contact information, which will appear, in customer communications on the website.

To provide company contact information, follow the steps:

1. Click **Global Cart Settings**, as shown in the Figure 6-1-1 below.

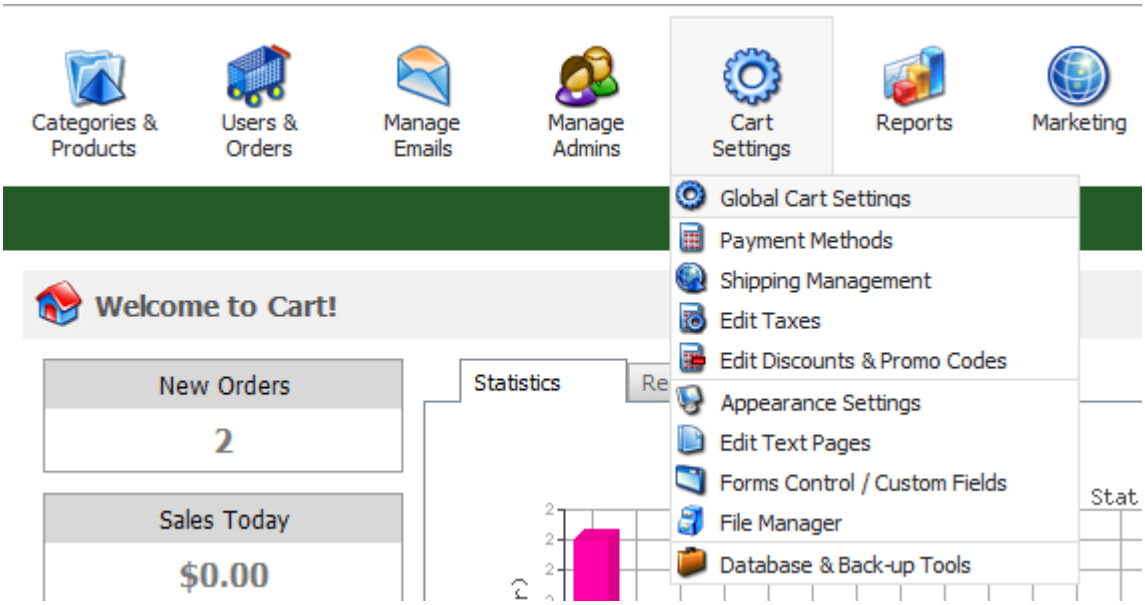


Figure 6-1-1: Select Global Cart Settings

2. **Global Cart Settings** page will open, as shown in the Figure 6-1-2 122 below.

Note: You can also directly open the **Global Cart Settings** page, by clicking on the **Global Cart Settings** link in the Admin Area Home page 9.

The **Global Cart Settings** page, allows you to select any of the **cart settings** (such as Company Information 121, Global Site Settings 124, Order/Cart Settings 125, Security Settings 128, Bestsellers Settings 131, Gift Message 134, Digital Products 135, Printable Invoice Settings 137, Search Engine Settings 139, Wholesale Settings 142, Pop3 Email Settings 143, Country List 145 and Site Local Settings 147) you would like to adjust.

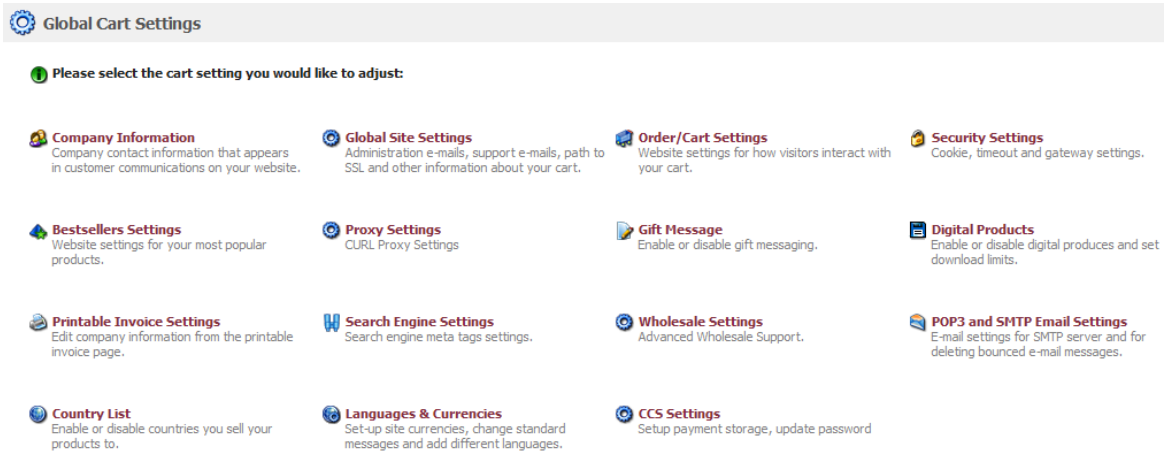

Global Cart Settings
Please select the cart setting you would like to adjust:
Company Information
Company contact information that appears in customer communications on your website.
Global Site Settings
Administration e-mails, support e-mails, path to SSL and other information about your cart.
Order/Cart Settings
Website settings for how visitors interact with your cart.
Security Settings
Cookie, timeout and gateway settings.
Bestsellers Settings
Website settings for your most popular products.
Proxy Settings
CURL Proxy Settings
Gift Message
Enable or disable gift messaging.
Digital Products
Enable or disable digital produces and set download limits.
Printable Invoice Settings
Edit company information from the printable invoice page.
Search Engine Settings
Search engine meta tags settings.
Wholesale Settings
Advanced Wholesale Support.
POP3 and SMTP Email Settings
E-mail settings for SMTP server and for deleting bounced e-mail messages.
Country List
Enable or disable countries you sell your products to.
Languages & Currencies
Set-up site currencies, change standard messages and add different languages.
CCS Settings
Setup payment storage, update password

Figure 6-1-2: Global Cart Settings

3. Click **Company Information**.

The **Company Information** page will open, as shown in the Figure 6-1-3 below.

4. **Company Information:** Enter the following information:
   a. **Company Name:** Type the name of your company.
   b. **Company Address Line 1:** Enter the street name and number of your company's primary address.
   c. **Company Address Line 2:** Enter any secondary address information such as PO Box, suite number or floor number. This is not a mandatory field.
   d. **Company City:** Type the city where the company is located.
   e. **Company State:** Type the state where the company is located.
   f. **Company Zip:** Enter the zip code or postal code for your company's location.
   g. **Company Country:** Type the country where the company is located.
   h. **Company Phone:** Type the company's phone no.
   i. **Company Fax:** Type the company's fax no. This is not a mandatory field.
   j. **Company Website:** Type the company's website address.
   k. **Company Email:** Enter the email address you wish to use as your company's primary email. This email address will appear on all invoices issued by your company.
   l. **Company Slogan:** Type the company slogan, if there is any, so it will appear on all invoices. This is not a mandatory field.

Note: All the required values are in bold in the **Company Information** page.

© 2010

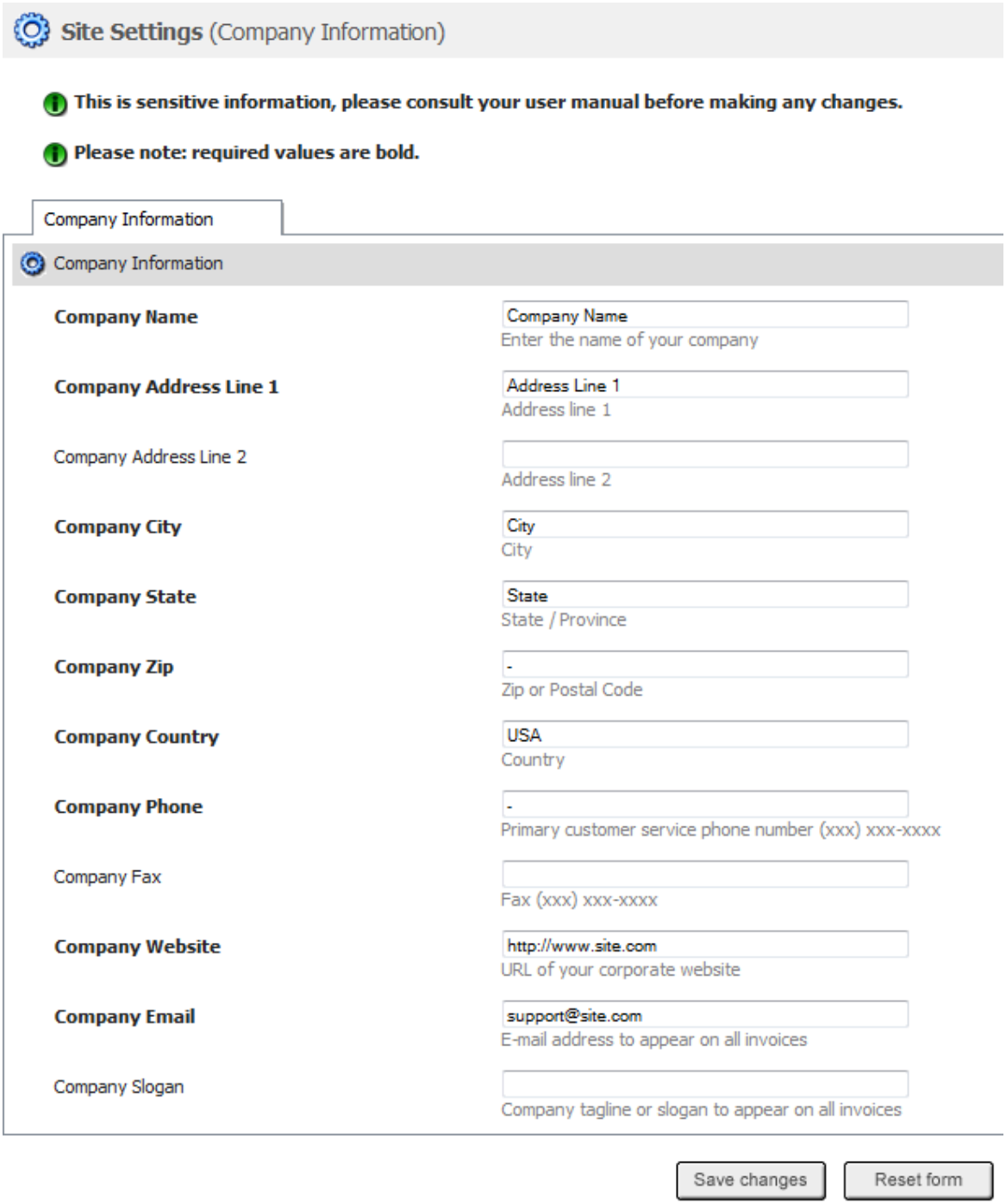


Figure 6-1-3: Company Information Page

5. If you want to cancel or start again, click on **Reset form** button.
6. Click **Save changes** button to save details about **Company Information**.

You can view the confirmation message on top of the **Company Information** page, as shown in the Figure 6-1-4 below.

© 2010

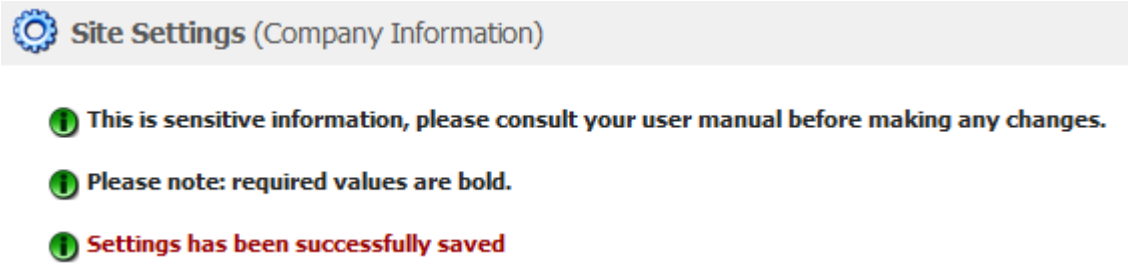

Site Settings (Company Information)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Settings has been successfully saved

Figure 6-1-4: Save Confirmation

6.1.2 Global Site Settings

This section is used to enter information about administration e-mails, support e-mails and other information about TurnKey Commerce.

To go to **global site settings** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click on **Global Site Settings**.

The **Global Site Settings** page will open, as shown in the Figure 6-2-1 125 below.

Note: All the **required values** are in bold in the **Global Site Settings** page.

3. **Global Site Settings:** Enter the following information:
   a. **Global Site Name:** Enter the name displayed on your web site as the Site Name.
   b. **Global Notification Email:** Enter the email address, which will be seen by the customers who receive emails from your company.
   c. **Global Support Email:** Enter the email address for your company that will be used and displayed for customers to write to when they are in need of help.
   d. **Global Http Url:** Enter the URL for your web site, including the prefix http://www.

Note: If you are using the software as both your website and TurnKey Commerce, enter the website address here (example: http://www.mystore.com) whereas if you have additional pages that are included with TurnKey Commerce, enter the website address where TurnKey Commerce is located (example: http://www.mystore.com/cart).

   e. **Global Https Url:** Enter the URL for your web sites secure pages, including the prefix https://www.

Note: Do not enter the slash symbol (/) in the website address.

   f. **Global Server Path:** Enter the full path of the cart location on your server.

© 2010

Note: Do not enter the slash symbol (/) in the website address.

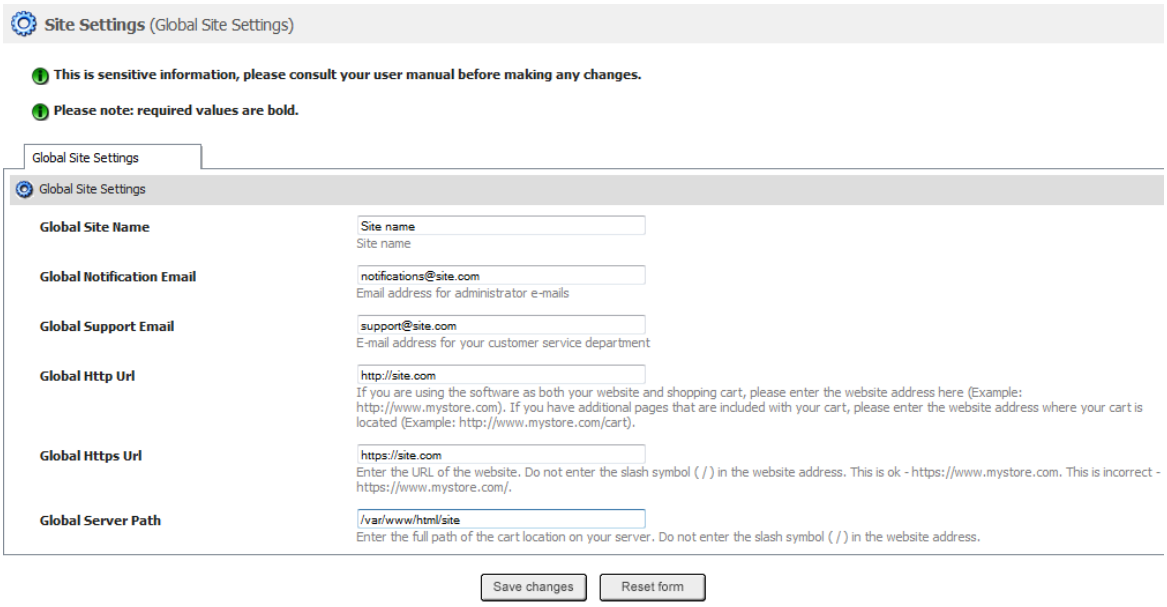

Site Settings (Global Site Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Global Site Settings
Global Site Settings
Global Site Name
Site name
Site name
Global Notification Email
notifications@site.com
Email address for administrator e-mails
Global Support Email
support@site.com
E-mail address for your customer service department
Global Http Url
http://site.com
If you are using the software as both your website and shopping cart, please enter the website address here (Example: http://www.mystore.com). If you have additional pages that are included with your cart, please enter the website address where your cart is located (Example: http://www.mystore.com/cart).
Global Https Url
https://site.com
Enter the URL of the website. Do not enter the slash symbol (/) in the website address. This is ok - https://www.mystore.com. This is incorrect - https://www.mystore.com/.
Global Server Path
/var/www/html/site
Enter the full path of the cart location on your server. Do not enter the slash symbol (/) in the website address.
Save changes
Reset form

Figure 6-2-1: Global Site Settings Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about **Global Site Settings**.

You can view the confirmation message on top of the **Global Site Settings** page, as shown in the Figure 6-2-2 below.

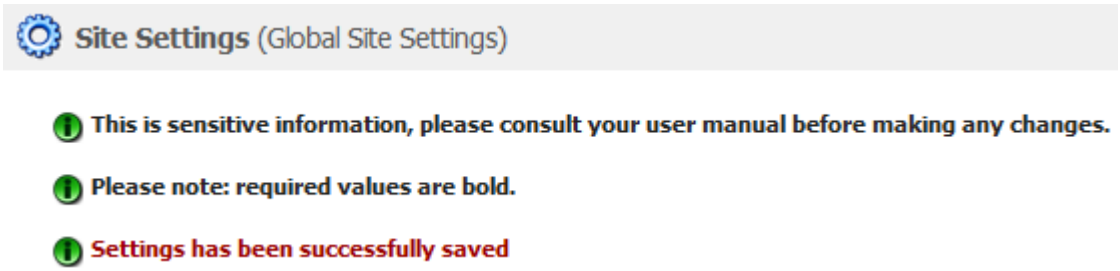

Site Settings (Global Site Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Settings has been successfully saved

Figure 6-2-2: Save Confirmation

6.1.3 Order/Cart Settings

This section is used to do the settings how you want visitors to use TurnKey Commerce.

To go to **order/cart settings** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click **Order/Cart Settings**.

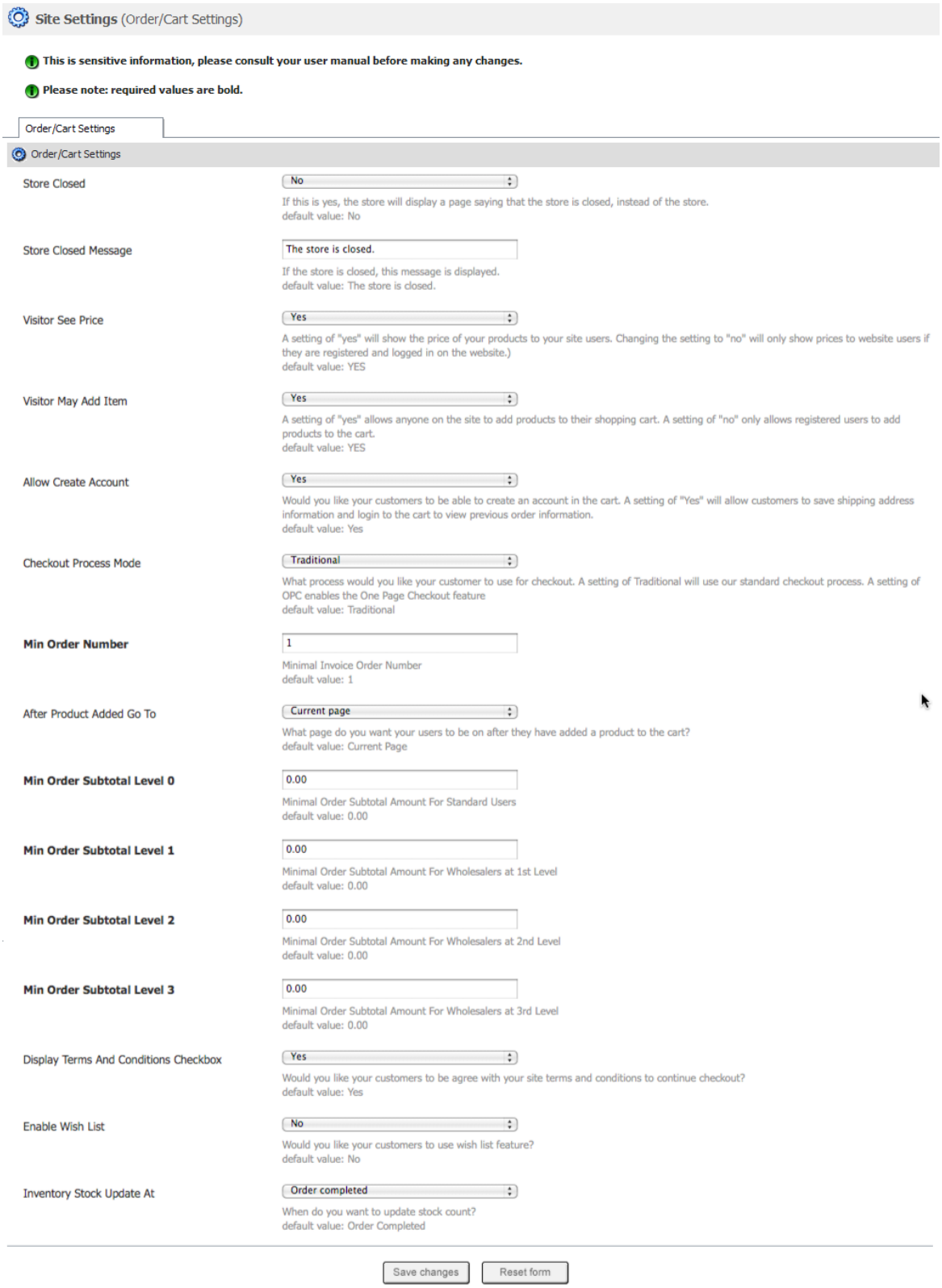
© 2010

The **Order/Cart Settings** page will open, as shown in the Figure 6-3-1 127 below.

3. **Order/Cart Settings:** Enter the following information:
   a. **Store closed:** If this is yes, the store will display a page saying that the store is closed, instead of the store.
      default value: No
   b. **Store Closed Message:** If the store is closed, this message is displayed.
      default value: The store is closed.
   c. **Visitor See Price:** If you leave the default option, which is **Yes**, the site users who are not logged into your system, will be able to see the price of items displayed for sale. If **No** is selected, users have to be logged into the cart to view prices.
   d. **Visitor May Add Item:** Select **Yes** or **No** from the drop down menu as to whether customers, who have not logged into your system, will be allowed to place items to their TurnKey Commerce. If you leave the default option, which is **Yes**, anyone on the site can add products to their TurnKey Commerce whereas **No** only allows registered users to add products to the cart.
   e. **Allow Create Account:** Would you like your customers to be able to create an account in the cart. A setting of "Yes" will allow customers to save shipping address information and login to the cart to view previous order information.
      default value: Yes
   f. **Min Order Number:** Enter the minimum number of order. By default, it remains **1**.
   g. **After Product Added Go To:** Select the next page (**Current Page** or **Cart Page**) from the drop-down menu that the user will view once the product is added to the cart. By default, the **Current Page** is selected.
   h. **Min Order Subtotal Level 0:** Minimal Order Subtotal Amount For Standard Users
      default value: 0.00.
   i. **Min Order Subtotal Level 1:** Minimal Order Subtotal Amount For Wholesalers at 1st Level
      default value: 0.00
   j. **Min Order Subtotal Level 2:** Minimal Order Subtotal Amount For Wholesalers at 2nd Level
      default value: 0.00
   k. **Min Order Subtotal Level 3:** Minimal Order Subtotal Amount For Wholesalers at 3rd Level
      default value: 0.00
   l. **Display Terms And Conditions Checkbox:** Would you like your customers to be agree with your site terms and conditions to continue checkout?
      default value: Yes
   m. **Enable Wish List:** Would you like your customers to use wish list feature?
      default value: No
   n. **Inventory Stock Update At:** When do you want to update stock count?
      default value: Order Completed

© 2010

Note: All the **required values** are in bold in the **Order/Cart Settings** page.


Site Settings (Order/Cart Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Order/Cart Settings
Order/Cart Settings
Store Closed
No
If this is yes, the store will display a page saying that the store is closed, instead of the store.
default value: No
Store Closed Message
The store is closed.
If the store is closed, this message is displayed.
default value: The store is closed.
Visitor See Price
Yes
A setting of "yes" will show the price of your products to your site users. Changing the setting to "no" will only show prices to website users if they are registered and logged in on the website.)
default value: YES
Visitor May Add Item
Yes
A setting of "yes" allows anyone on the site to add products to their shopping cart. A setting of "no" only allows registered users to add products to the cart.
default value: YES
Allow Create Account
Yes
Would you like your customers to be able to create an account in the cart. A setting of "Yes" will allow customers to save shipping address information and login to the cart to view previous order information.
default value: Yes
Checkout Process Mode
Traditional
What process would you like your customer to use for checkout. A setting of Traditional will use our standard checkout process. A setting of OPC enables the One Page Checkout feature
default value: Traditional
Min Order Number
1
Minimal Invoice Order Number
default value: 1
After Product Added Go To
Current page
What page do you want your users to be on after they have added a product to the cart?
default value: Current Page
Min Order Subtotal Level 0
0.00
Minimal Order Subtotal Amount For Standard Users
default value: 0.00
Min Order Subtotal Level 1
0.00
Minimal Order Subtotal Amount For Wholesalers at 1st Level
default value: 0.00
Min Order Subtotal Level 2
0.00
Minimal Order Subtotal Amount For Wholesalers at 2nd Level
default value: 0.00
Min Order Subtotal Level 3
0.00
Minimal Order Subtotal Amount For Wholesalers at 3rd Level
default value: 0.00
Display Terms And Conditions Checkbox
Yes
Would you like your customers to be agree with your site terms and conditions to continue checkout?
default value: Yes
Enable Wish List
No
Would you like your customers to use wish list feature?
default value: No
Inventory Stock Update At
Order completed
When do you want to update stock count?
default value: Order Completed
Save changes
Reset form

© 2010

Figure 6-3-1: Order/Cart Settings Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to save details about **Order/Cart Settings**.

You can view the confirmation message on top of the **Order/Cart Settings** page, as shown in the Figure 6-3-2 below.

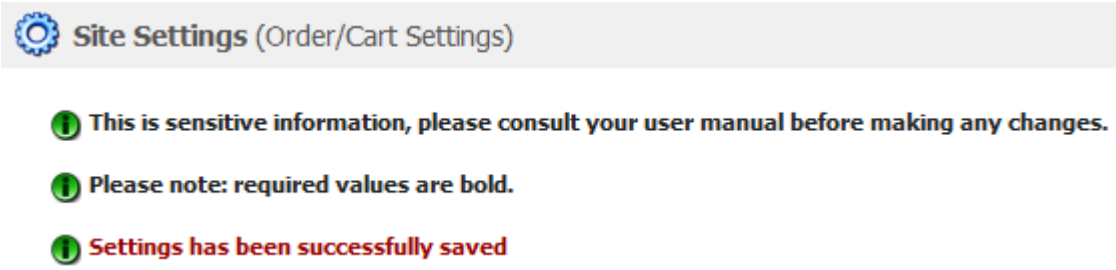

Site Settings (Order/Cart Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Settings has been successfully saved

Figure 6-3-2: Save Confirmation

6.1.4 Security Settings

This section is used to manage the following information: Cookie Prefix, User Session Timeout, Order Timeout, Account Blocking on failed payment transactions, Number of hours Account is Blocked, Number of time Account Access can fail before access is denied, etc.

To go to **security settings** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click **Security Settings**.

The **Security Settings** page will open, as shown in the Figure 6-4-1 130 below.

3. **Security Settings:** Enter the following information:
   a. **Security Mode:** Select **Complete** security mode from the drop down menu, if you would like to make checkout pages secure, otherwise select **Standard** security mode. By default, this is **Standard**.
   b. **Security Cookies Prefix:** Enter the prefix the system will use for cookies. By default, this is **CartUserCookie**.
   c. **Security User Cookie Timeout:** Enter the number, in seconds, in the user session, after which a user is logged (timed) out for remaining inactive. By default, this time is **36000 seconds**.
   d. **Security Order Cookie Timeout:** Enter the number of seconds on the Order Pages, before a user is logged (timed) out for inactivity. By default, this time is **36000 seconds**.
   e. **Security Account Blocking:** This determines if a user will be blocked for a failed payment attempt or not. If you leave the default option, which is **Yes**, the user will be blocked if a payment attempt fails and selecting **No** will allow the user not to be blocked if a payment attempt fails.

© 2010

f. **Security Account Blocking Attempts:** Enter the number of times a user can attempt payment before being blocked, if Security Account Blocking is selected **Yes** in **Security Account Blocking**. By default, the Security Account Blocking Attempts is **3**.
g. **Security Account Blocking Hours:** Enter the number of hours you wish a user to be blocked after a failed payment attempt. By default, this time is **24 hours**.
h. **Security Display Clean Payment Page:** This determines when HTTPS protocol is enabled, it will display clean HTML payment page or not. If you leave the default option, which is **Yes**, it will display clean HTML payment page and selecting **No** will not display clean HTML payment page.
i. **Security Admin Time Out:** Enter the number, in minutes, in the administrator session, after which an admin is logged (timed) out for remaining inactive. By default, this time is **15 minutes**.
j. **Administrator IP Address Restriction:** Allow or Deny the IP addresses below to the admin area
default value: Allow
k. **Restrict Administrator Access To These IP Addresses:** Comma separated list of IP addresses to restrict access to admin area. You can use wildcards * to restrict a block of IPs. For example: 123.245.1.* will allow/deny access to 123.245.1.20 but not 123.999.1.20
l. **Force PCI Compliant Administrator Passwords:** Force engine to require PCI-compliant passwords
default value: NO
m. **Activate Administrator Activity Logging:** Log sensitive administrators activity
default value: YES
n. **Admin area access mode**: For better security select HTTPS
default value: HTTP

Note: All the **required values** are in bold in the **Security Settings** page.

© 2010

Site Settings (Security Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Security Settings
Security Settings
Security Mode
Standard
Choose complete if you would like to make the checkout and shipping pages secure.
default value: STANDARD
Security Cookies Prefix
CartUserCookie
User cookie name prefix
default value: CartUserCookie
Security User Timeout
36000
Set the user session time-out in seconds
default value: 36000
Security Account Blocking
Yes
For security purposes, enable or disable account blocking on failed payment transactions.
default value: YES
Security Account Blocking Attempts
3
After failed attempts to purchase, block account access after "x" amount of attempt.
default value: 3
Security Account Blocking Hours
24
On failed transactions, block account access for "x" amount of hours
default value: 24
Display Clean Payment Page
No
Display Clean HTML Payment Page when HTTPS protocol is enabled
default value: NO
Administrator Time Out
15
Administrator Session Timeout, minutes
default value: 15
Administrator IP Address Restriction
Allow
Allow or Deny the IP addresses below to the admin area
default value: Allow
Restrict Administrator Access To These IP Addresses
Comma separated list of IP addresses to restrict access to admin area. You can use wildcards * to restrict a block of IPs. For example: 123.245.1.* will allow/deny access to 123.245.1.20 but not 123.999.1.20
Force PCI Compliant Administrator Passwords
No
Force engine to require PCI-compliant passwords
default value: NO
Activate Administrator Activity Logging
Yes
Log sensitive administrators activity
default value: YES
Admin area access mode
Http
For better security select HTTPS
default value: HTTP
Save changes
Reset form

Figure 6-4-1: Security Settings Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to save details about **Security Settings**.

© 2010

You can view the confirmation message on top of the **Security Settings** page, as shown in the Figure 6-4-2 below.

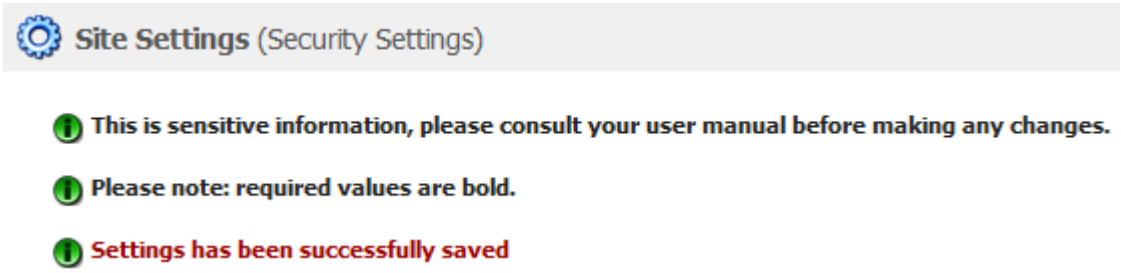

Site Settings (Security Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Settings has been successfully saved

Figure 6-4-2: Save Confirmation

6.1.5 Bestsellers Settings

In this section, you can provide settings for your most popular products.

To go to **bestsellers settings** page, follow the steps:

1. Open the **Global Cart Settings** page.
2. Click **Bestsellers Settings**.

The **Bestsellers Settings** page will open, as shown in the Figure 6-5-1 below.

3. **Bestsellers Settings:** Enter the following information:
    a. **Catalog Best Sellers Available:** If you leave the default option, which is **Yes**, the Bestsellers Box will be displayed and select **No** if you don't want it.
    b. **Catalog Best Sellers Count:** Select the number of Bestsellers from the drop-down menu that are to be displayed in Bestsellers box. By default, the number is **7**.
    c. **Catalog Best Sellers Period:** This contains a listing of Bestsellers based on their sales value. To display names of Bestsellers listed for a period, say for example, 3 or 6 months or more, select the months or year from the drop down menu. By default, this is **2 months**.

Note: All the **required values** are in bold in the **Bestsellers Settings** page.

© 2010

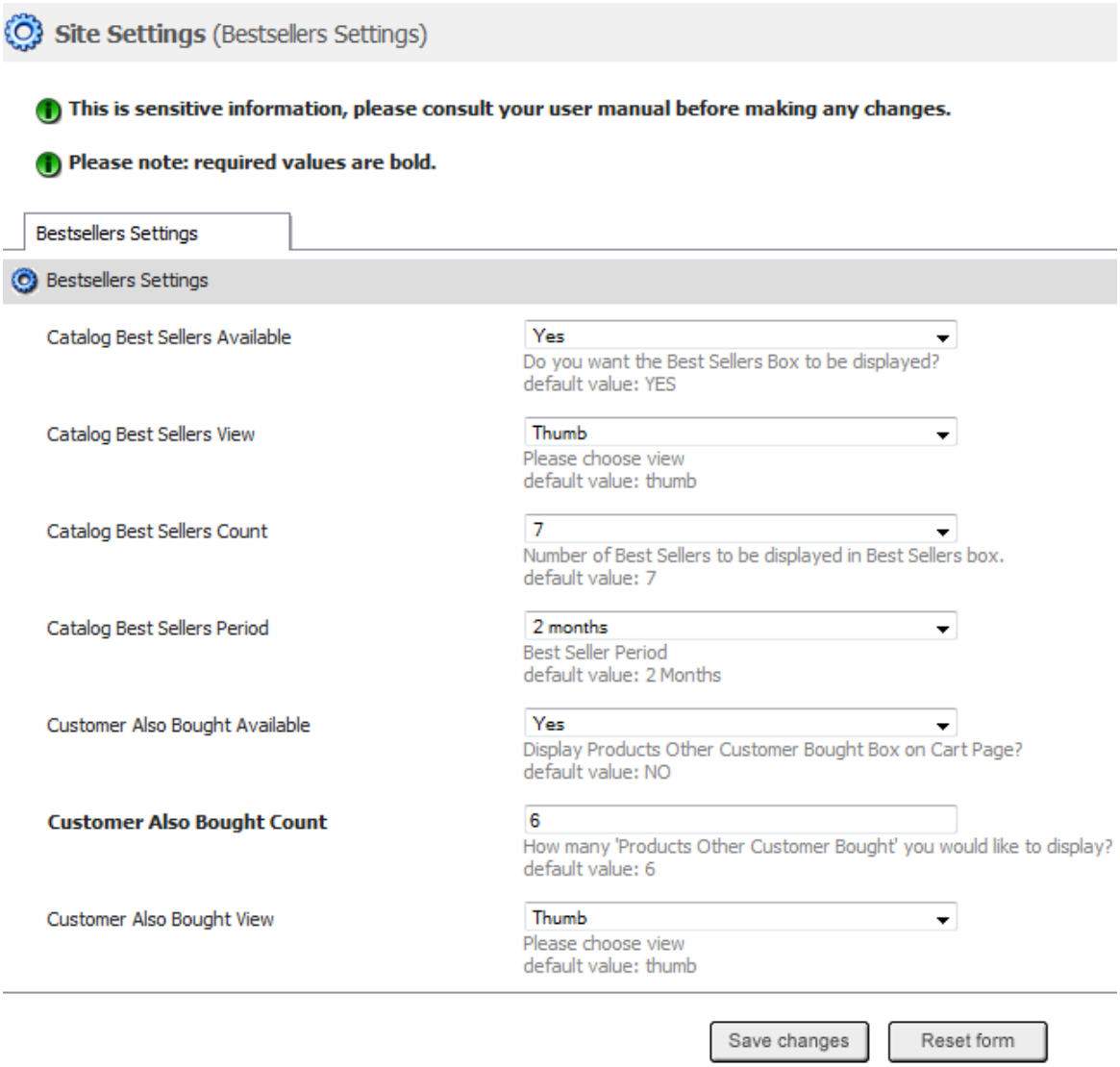

Site Settings (Bestsellers Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Bestsellers Settings
Bestsellers Settings
Catalog Best Sellers Available
Yes
Do you want the Best Sellers Box to be displayed?
default value: YES
Catalog Best Sellers View
Thumb
Please choose view
default value: thumb
Catalog Best Sellers Count
7
Number of Best Sellers to be displayed in Best Sellers box.
default value: 7
Catalog Best Sellers Period
2 months
Best Seller Period
default value: 2 Months
Customer Also Bought Available
Yes
Display Products Other Customer Bought Box on Cart Page?
default value: NO
Customer Also Bought Count
6
How many 'Products Other Customer Bought' you would like to display?
default value: 6
Customer Also Bought View
Thumb
Please choose view
default value: thumb
Save changes
Reset form

Figure 6-5-1: Bestsellers Settings Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about **Bestsellers Settings**.

You can view the confirmation message on top of the **Bestsellers Settings** page, as shown in the Figure 6-5-2 below.

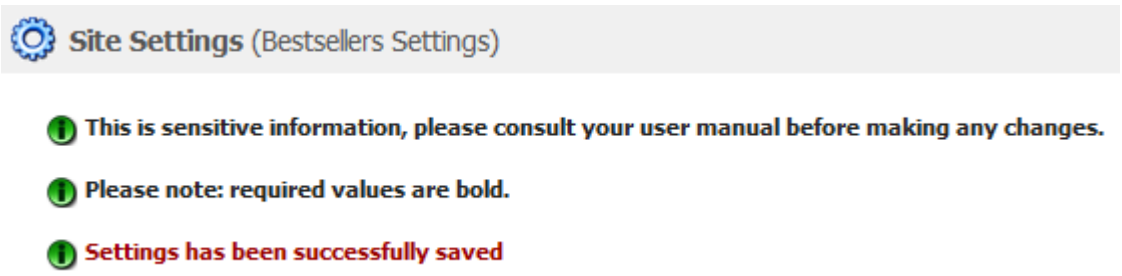

Site Settings (Bestsellers Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Settings has been successfully saved

Figure 6-5-2: Save Confirmation

© 2010

6.1.6 Proxy Settings

Proxy Settings

1. **Does your hosting provider require a proxy for CURL? :** Do not change this option unless you know for sure your hosting company requires the proxy. Set it to yes if it does.

2. **Please choose proxy server type :** Some hosting companies deviate from the standard usage of http for a proxy, if yours does, this is where you would change it. Currently the only other option is Socks5.

3. **Proxy Server Address :** Here is where you would put the full address of the proxy server that your hosting company has given you.

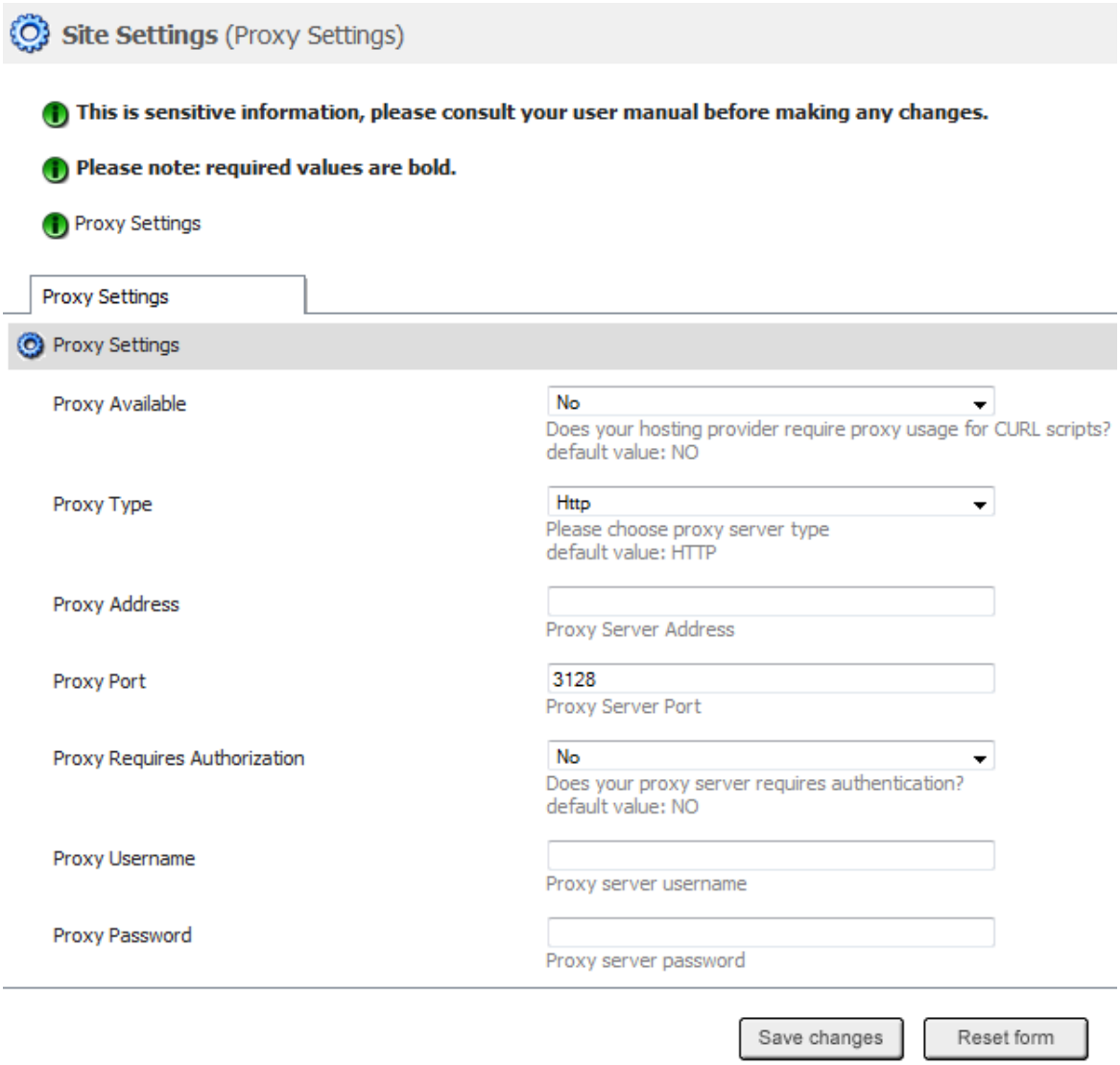
4. **Proxy Server Port :** Here is where you would put the port of the proxy server that your hosting company has given you.

5. **Does your proxy server require authentication? :** Normally this option is set to 'No', but is sometimes required by your host. If it is required, change the value to 'Yes'

6. **Proxy server username :** If your proxy server does require authentication this is where you would put the username.

7. **Proxy server password :** If your proxy server does require authentication this is where you would put the password.

© 2010



6.1.7 Gift Message

This section allows you to enable or disable gift messaging and to set the maximum length of the gift message.

To go to **gift message** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click **Gift Message**.

The **Gift Message** page will open, as shown in the Figure 6-6-1 135 below.

3. **Gift Message:** Enter the following information:
   a. **Gift Card Active:** If you leave the default option, which is **No**, the gift card will be inactive and selecting **Yes** will make it active.

b. **Gift Card Message Length:** Enter the maximum length of the gift card message. By default, this is **225**.

Note: All the **required values** are in bold in the **Gift Message** page.

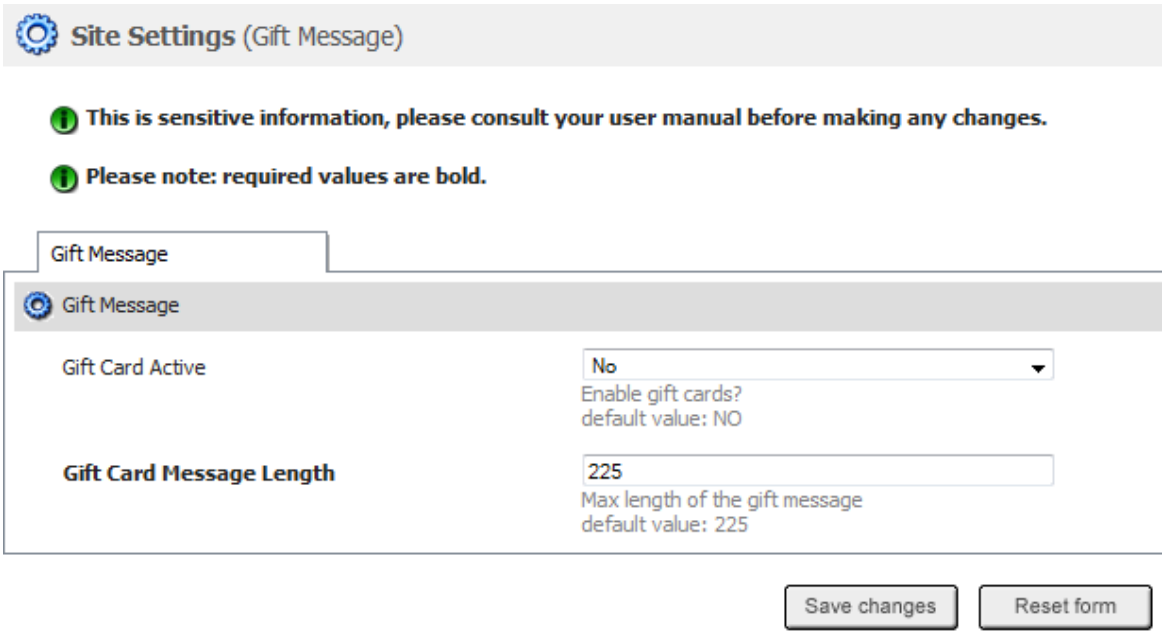


Figure 6-6-1: Gift Message Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about **Gift Message**.

You can view the confirmation message on top of the **Gift Message** page, as shown in the Figure 6-6-2 below.

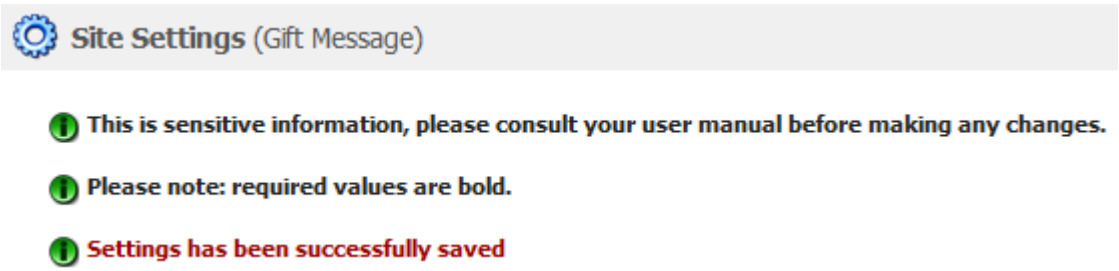

Site Settings (Gift Message)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Settings has been successfully saved

Figure 6-6-2: Save Confirmation

6.1.8 Digital Products

This section allows you to enable or disable Digital Produces and set download limit for downloading digital product.

© 2010

To go to **digital products** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click **Digital Products**.

The **Digital Products** page will open, as shown in the Figure 6-7-1 136 below.

3. **Digital Products:** Enter the following information:
   a. **Digital Products Active:** Select **Yes** from the drop down menu to allow digital products and make it active. Selecting **No** will not allow digital products and make it inactive. By default, this is **No**.
   b. **Digital Products Download Limit:** Enter how many times a user can download digital product. By default, this is **10**.

Note: All the **required values** are in bold in the **Digital Products** page.

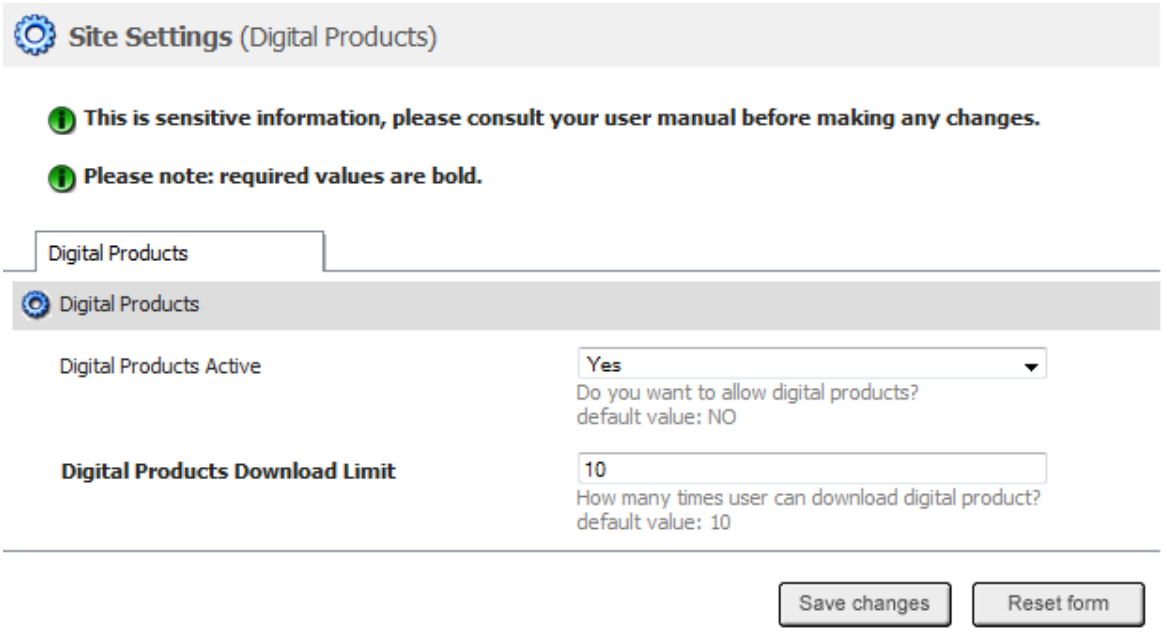

Site Settings (Digital Products)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Digital Products
Digital Products
Digital Products Active
Yes
Do you want to allow digital products?
default value: NO
Digital Products Download Limit
10
How many times user can download digital product?
default value: 10
Save changes
Reset form

Figure 6-7-1: Digital Products Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to save details about **Digital Products**.

You can view the confirmation message on top of the **Digital Products** page, as shown in the Figure 6-7-2 below.

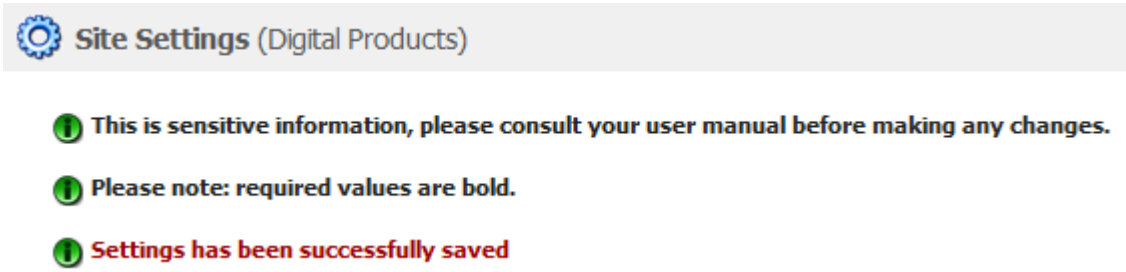

Site Settings (Digital Products)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Settings has been successfully saved

Figure 6-7-2: Save Confirmation

6.1.9 Printable Invoice Settings

This section allows you to set print invoice height and manage the company information for the printable invoice page.

To go to **Printable Invoice Settings** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click **Printable Invoice Settings**.

The **Printable Invoice Settings** page will open, as shown in the Figure 6-8-1 138 below.

3. In **Print Invoice Height**, enter the default height of invoice sheet (in pixels). By default, this is (**950 pixels**). This is the only mandatory field.
4. You can also select **Yes** from the drop-down menu for the **company information** (such as Company Name, Address, Phone, Logo Alignment, etc.) you want to add in the printable invoice page.

© 2010

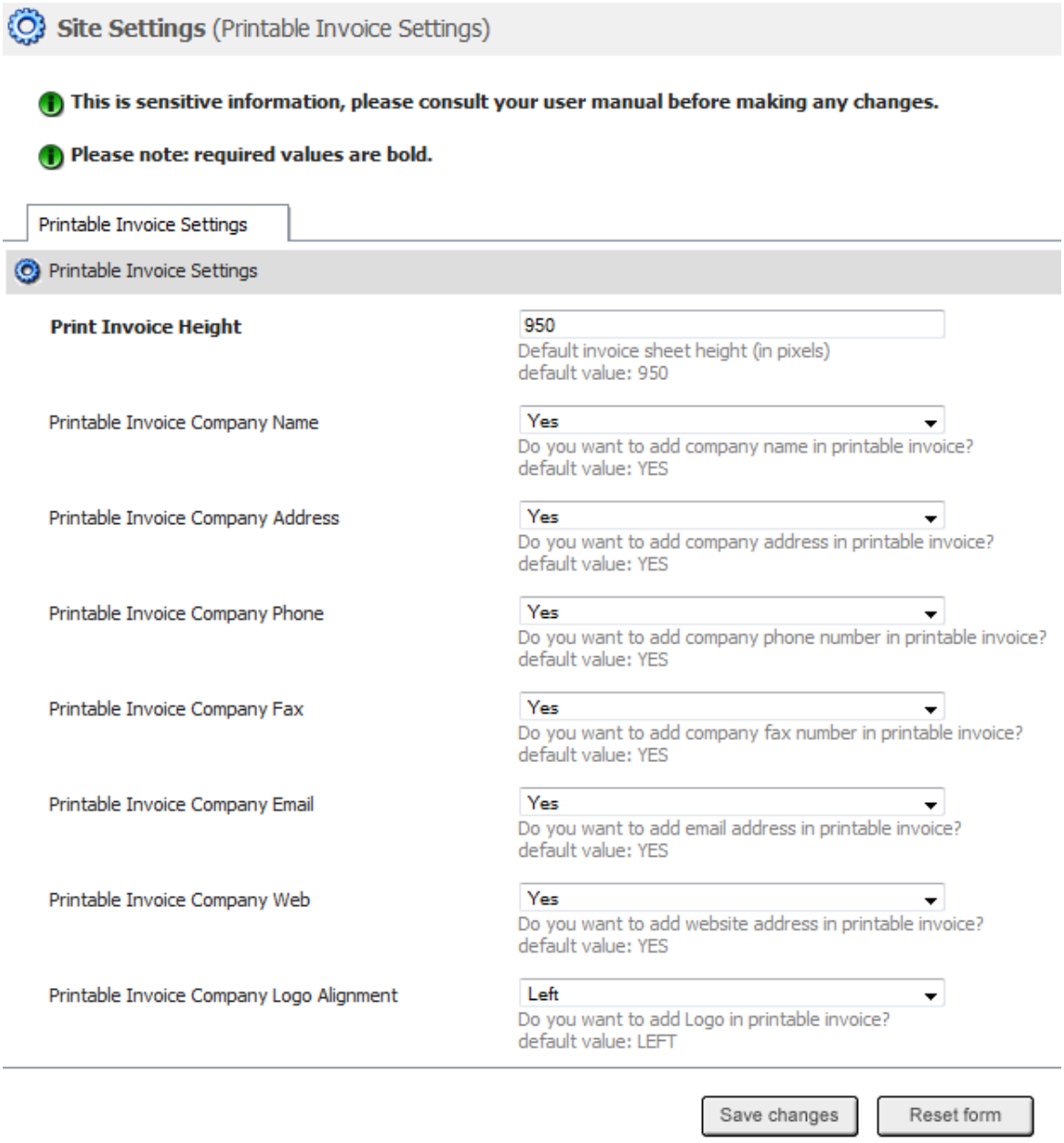

Site Settings (Printable Invoice Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Printable Invoice Settings
Printable Invoice Settings
Print Invoice Height
950
Default invoice sheet height (in pixels)
default value: 950
Printable Invoice Company Name
Yes
Do you want to add company name in printable invoice?
default value: YES
Printable Invoice Company Address
Yes
Do you want to add company address in printable invoice?
default value: YES
Printable Invoice Company Phone
Yes
Do you want to add company phone number in printable invoice?
default value: YES
Printable Invoice Company Fax
Yes
Do you want to add company fax number in printable invoice?
default value: YES
Printable Invoice Company Email
Yes
Do you want to add email address in printable invoice?
default value: YES
Printable Invoice Company Web
Yes
Do you want to add website address in printable invoice?
default value: YES
Printable Invoice Company Logo Alignment
Left
Do you want to add Logo in printable invoice?
default value: LEFT
Save changes
Reset form

Figure 6-8-1: Printable Invoice Settings Page

5. If you want to cancel or start again, click on the **Reset form** button.
6. Click **Save changes** button to save details about **Printable Invoice Settings**.

You can view the confirmation message on top of the **Printable Invoice Settings** page, as shown in the Figure 6-8-2 below.

© 2010

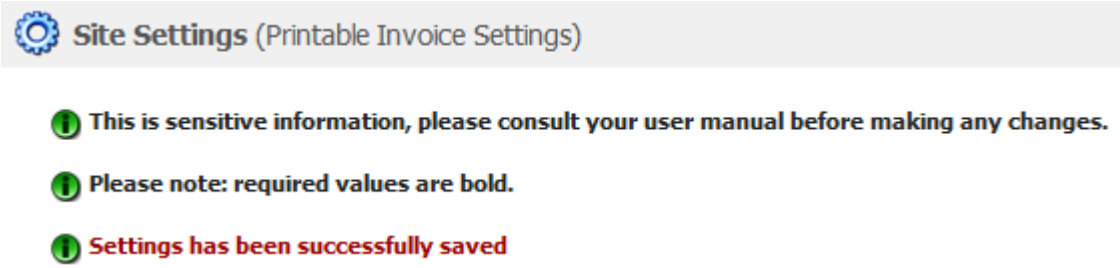

Site Settings (Printable Invoice Settings)
This is sensitive information, please consult your user manual before making any changes.
Please note: required values are bold.
Settings has been successfully saved

Figure 6-8-2: Save Confirmation

6.1.10 Search Engine Settings

This section is used to enter Search Engine information like Meta Keywords, Auto generation of additional keywords, and Use of URL Transformation for Products-Catalog & Text.

To go to the **search engine settings** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click **Search Engine Settings**.

The **Search Engine Settings** page will open, as shown in the Figure 6-9-1 141 below.

3. **Search Engine Settings:** Enter the following information:
   a. **Page (Site) Title:** Enter the Page (Site) Title you wish to use. It should not be more than 60 characters in length.
   b. **Generate Flat HTML URLs for catalog pages:** Select **Yes** from the drop down menu to generate Flat HTML URLs for catalog pages. Selecting **No** won't generate Flat HTML URLs for catalog pages. By default, this is **No**.
   c. **Lowercase generated URLs:** Select **Yes** to have the urls in lower case format from the drop down menu, or selecting **No** will keep them in whatever case you have the product or catalog name as.
   d. **URL words joiner:** Here you can select either a dash (-), an underscore (_) or no separator for displaying the urls. So, if you have a - it will take any spaces in the name being used for the url and replace it with a - and so forth with the other options.
   e. **Category page URL template:** Template Variables to use in this section are: %CategoryKey%, %CategoryName%, %CategoryDbId% - at least one variable required
   f. **Category page pagination:** Template Variables:
   %PageNumber% - required
   Will be added before extension (if exists) or closing slash symbol.
   Resulting URL will look like:
   [category-url][page-number].html
   [category-url][page-number]
   [category-url][page-number]/
   g. **Product page URL template:** Template variables: %CategoryKey%, %CategoryName%, %CategoryDbId%, % ProductId%, % ProductName%, %ProductDbId% - at least one of product variables is

© 2010

required

h. **Text page URL template:** Template variables: %PageName%, % PageTitle%

i. **Allow Keywords Auto-Generation:** If you leave the default option, which is **Yes**, this will allow auto generation of additional keywords for your products, category and site pages and if **No** is selected from the drop down menu, auto generation of additional keywords for your products, category and site pages will not be allowed.

j. **Meta Keywords:** Enter the Meta Keywords that are to be used by search engines to direct users to your site. Separate all the keywords and phrases by comma (,). The length must be between 200 to 1000 characters.

k. **Meta Description:** Enter the Meta Description that is to be used by search engines to direct users to your site. The length must be between 6 to 125 characters.

l. **File "robots.txt":** You can create a robots.txt file that will be located in your main directory. This may help in search engine positioning.

© 2010

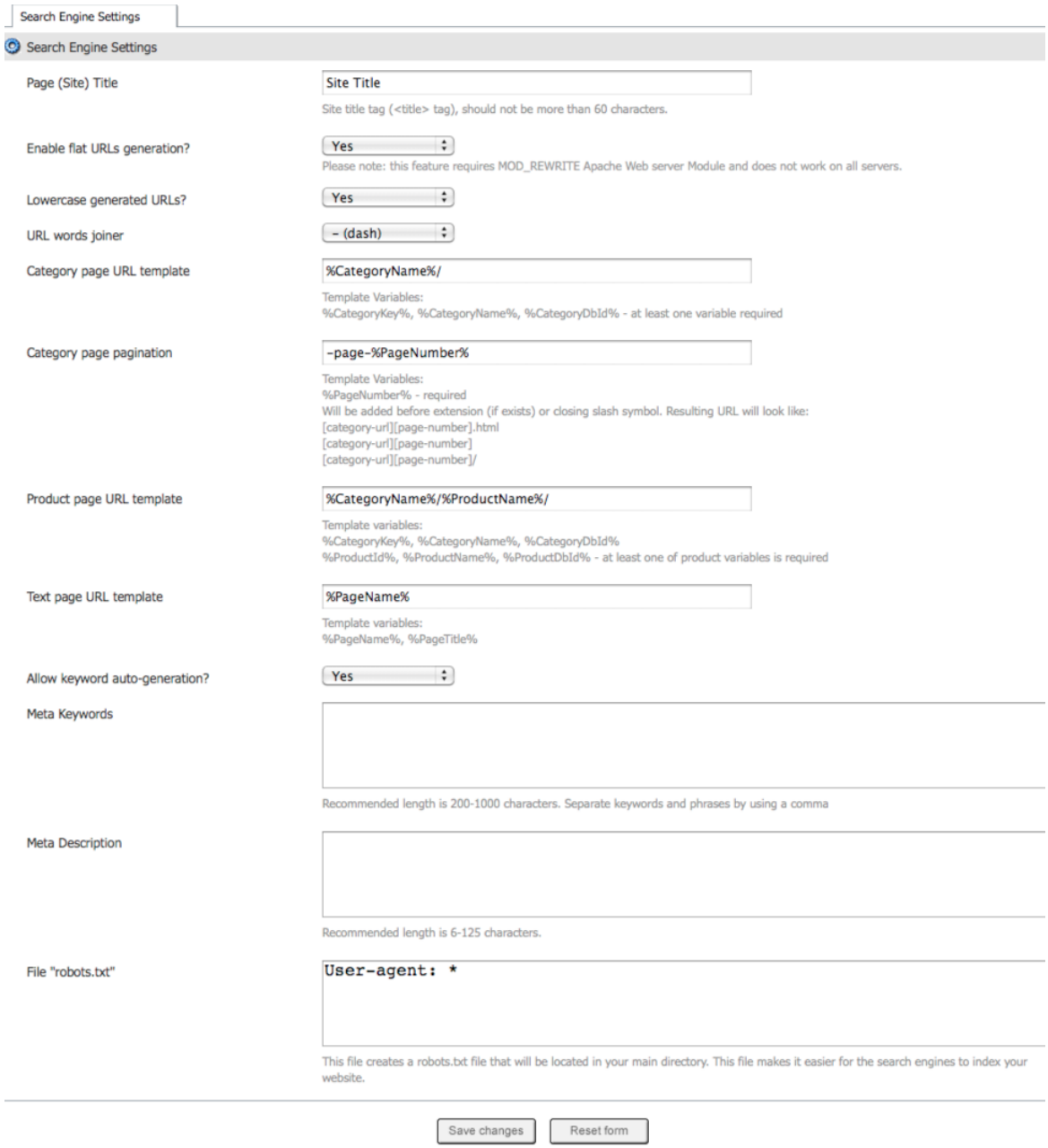

Search Engine Settings
Search Engine Settings
Page (Site) Title
Site Title
Site title tag (<title> tag), should not be more than 60 characters.
Enable flat URLs generation?
Yes
Please note: this feature requires MOD_REWRITE Apache Web server Module and does not work on all servers.
Lowercase generated URLs?
Yes
URL words joiner
- (dash)
Category page URL template
%CategoryName%/
Template Variables:
%CategoryKey%, %CategoryName%, %CategoryDbId% - at least one variable required
Category page pagination
-page-%PageNumber%
Template Variables:
%PageNumber% - required
Will be added before extension (if exists) or closing slash symbol. Resulting URL will look like:
[category-url][page-number].html
[category-url][page-number]
[category-url][page-number]/
Product page URL template
%CategoryName%/%ProductName%/
Template variables:
%CategoryKey%, %CategoryName%, %CategoryDbId%
%ProductId%, %ProductName%, %ProductDbId% - at least one of product variables is required
Text page URL template
%PageName%
Template variables:
%PageName%, %PageTitle%
Allow keyword auto-generation?
Yes
Meta Keywords
Recommended length is 200-1000 characters. Separate keywords and phrases by using a comma
Meta Description
Recommended length is 6-125 characters.
File "robots.txt"
User-agent: *
This file creates a robots.txt file that will be located in your main directory. This file makes it easier for the search engines to index your website.
Save changes
Reset form

Figure 6-9-1: Search Engines Settings Page

7. If you want to cancel or start again, click on the **Reset form** button.
8. Click **Save changes** button to save details about **Search Engine Settings**.

© 2010

6.1.11 Products Locations Settings

Products Locations Settings

6.1.12 Wholesale Settings

This section is used for Advanced Wholesales Support, and allows companies, who will wholesale, to apply Case Pack and Inter Pack fields to the Add a Product page. You can also add wholesale prices at product level globally. This information will also appear on the front end of your website.

To go to the **wholesale settings** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click **Wholesale Settings**.

The **Wholesale Settings** page will open.

3. **Wholesale Settings:** Enter the following information:
   a. **Activate wholesaler discounts at:** Select from the drop down menu, **I don't have wholesalers** if you don't have wholesalers, **Add discounts at product level** to enter wholesale prices for each products or **Calculate discounts globally** to automatically adjust wholesale prices on the basis of percentage discounts you provide in Wholesale Global Discounts 142 below.

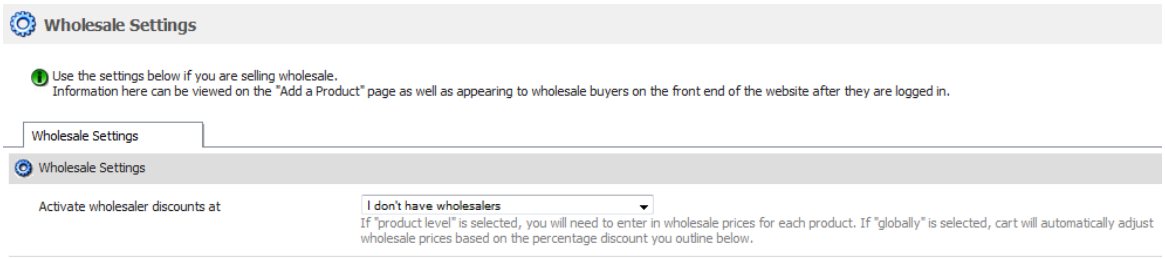

Wholesale Settings
Use the settings below if you are selling wholesale.
Information here can be viewed on the "Add a Product" page as well as appearing to wholesale buyers on the front end of the website after they are logged in.
Wholesale Settings
Wholesale Settings
Activate wholesaler discounts at
I don't have wholesalers
If "product level" is selected, you will need to enter in wholesale prices for each product. If "globally" is selected, cart will automatically adjust wholesale prices based on the percentage discount you outline below.

Figure 6-10-1: Wholesale Settings

4. **Wholesale Global Discounts:** Enter the following information:
   a. **How many wholesale levels do you have:** You can select up to 3 levels of wholesalers from the drop down menu.
   b. **Discounts Level:** Enter the percentage discounts for wholesale levels.

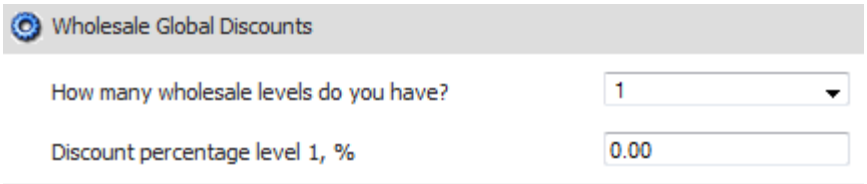


Figure 6-10-2: Wholesale Global Discounts

5. **Case Pack / Inter Pack Settings:** Enter the following information:

a. **Allow Wholesale Case Pack:** Select **Yes** from the drop down menu to allow companies, who will wholesale, to apply Case Pack fields to the Add a Product Page, and select **No** if you don't want to Wholesale Case Pack.
b. **Allow Wholesale Inter Pack:** Select **Yes** from the drop down menu to allow companies, who will wholesale, to apply Inter Pack fields to the Add a Product Page, and select **No** if you don't want to Wholesale Inter Pack.

Figure 6-10-3: Case Pack / Inter Pack Settings

6. If you want to cancel or start again, click on **Reset form** button.
7. Click **Save changes** button to save details about **Wholesale Settings**.

6.1.13 Pop3 Email Settings

This section allows you to set up POP3 email account for managing bounced and bad email addresses and your smtp server settings for how the cart sends out emails.

To go to **POP3 and SMTP Email Settings** page, follow the steps:

1. Open the **Global Cart Settings** page.
2. Click **Pop3 Email Settings**.

The **POP3 and SMTP Email Settings** page will open.

3. **POP3 protocol settings:** Enter the following information:
   a. **POP3 Server Name:** Enter the name of the POP3 Server.
   b. **POP3 Server Port:** Enter the POP3 Server Port.
   c. **POP3 Server Username:** Enter your POP3 Server Username.
   d. **POP3 Server Password:** Enter your POP3 Server Password.

Figure 6-11-1: POP3 protocol settings

4. **Sendmail Engine settings:** Select how you want the cart to send out email

© 2010

notifications. Use php if your server allows you to send email the using php mail function, or use SMTP if you are going to use your SMTP server for sending the notification emails. <**contact your webhost to find out which they recommend using before setting this function**>

Figure 6-11-2: Sendmail Settings

5. **SMTP Server Settings:** This is the area where you would fill in your SMTP server settings if you selected the SMTP option as shown in figure 6-11-2.
   a. **Security Settings:** If your server uses SSL or TLS encryption please select that option here.
   b. **SMTP Server Name:** Enter the name of the SMTP Server.
   c. **SMTP Server Port:** Enter the SMTP Server Port.
   d. **SMTP Server Username:** Enter your SMTP Server Username.
   e. **Server Password:** Enter your SMTP Server Password.

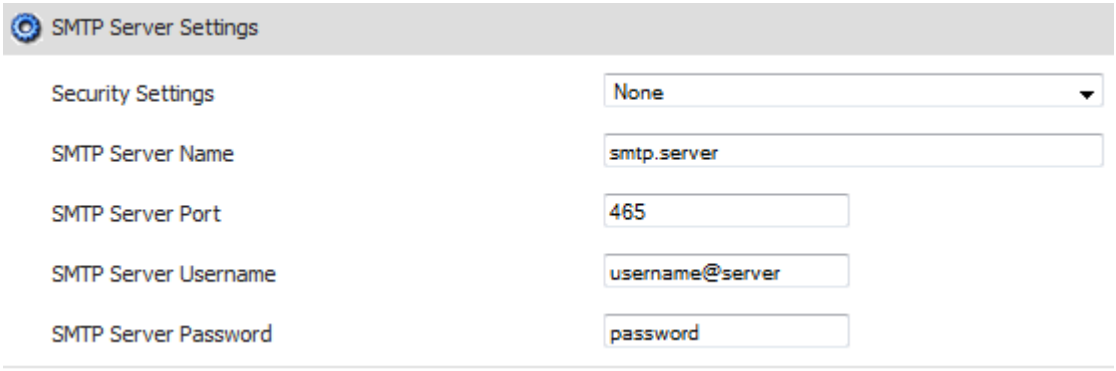


Figure 6-11-3: SMTP Server Settings

6. **Undeliverable email settings:** Enter the **number of fault delivery attempts** after which it will be decided that it is a **dead email**.

Note: Dead email means that the email address does not exist.

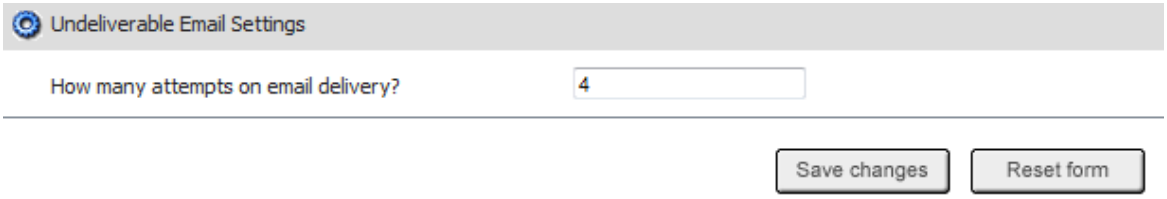


Figure 6-11-4: Undeliverable email settings

7. If you want to cancel or start again, click on the **Reset form** button.
8. Click **Save changes** button to save these settings.

© 2010

6.1.14 Country List

Use this section to enable countries you sell your products. You can view all the enabled countries during the checkout process.

To go to **Country Listing** page, follow the steps:

1. Open the **Global Cart Settings** page.
2. Click **Country List.**

The **Country Listing** page will open.

3. Here you select what countries you want to appear within the cart.
   a. **Active :** Use the check box to determine wether or not you want the country enabled/disabled.
   b. **Country Name:** Use the text field to edit or input the country name (i. e. Poland, Mexico, New Zealand).
   c. **Priority :** Use the text field to edit the priority of the country. You would use this feature if you wanted certain countries to appear before others in your drop down menus.
   d. **ISO Alpha 2 and 3 :** When editing or adding a new country to your list, you need to make sure research what these are ahead of time as they need to be correctly filled out. If they are not, shipping gateways will not be able to recognize the country properly and give you inaccurate rates, if any at all.

© 2010

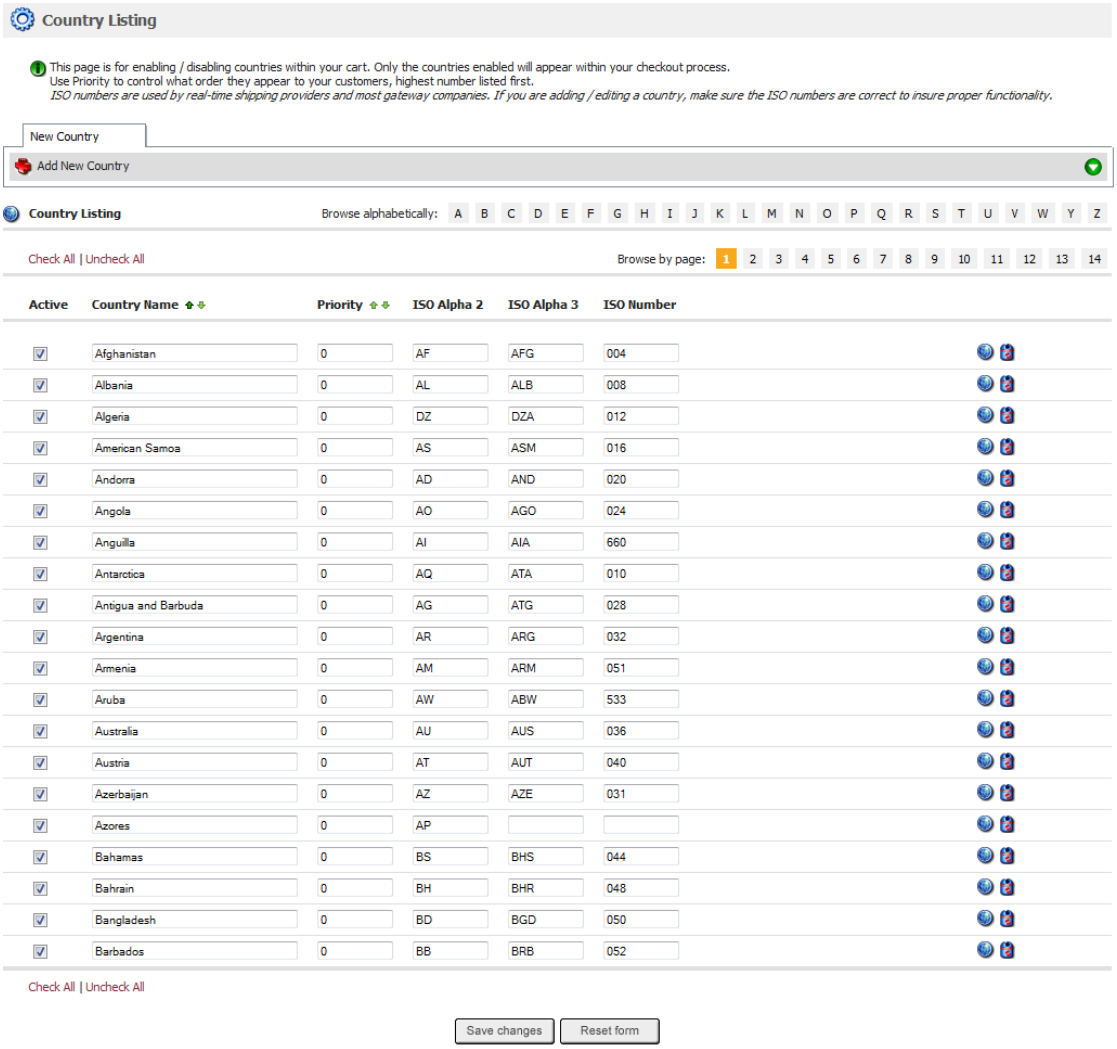

Country Listing
This page is for enabling / disabling countries within your cart. Only the countries enabled will appear within your checkout process.
Use Priority to control what order they appear to your customers, highest number listed first.
ISO numbers are used by real-time shipping providers and most gateway companies. If you are adding / editing a country, make sure the ISO numbers are correct to insure proper functionality.
New Country
Add New Country
Country Listing
Browse alphabetically: A B C D E F G H I J K L M N O P Q R S T U V W Y Z
Check All | Uncheck All
Browse by page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14
Active
Country Name
Priority
ISO Alpha 2
ISO Alpha 3
ISO Number
Afghanistan 0 AF AFG 004
Albania 0 AL ALB 008
Algeria 0 DZ DZA 012
American Samoa 0 AS ASM 016
Andorra 0 AD AND 020
Angola 0 AO AGO 024
Anguilla 0 AI AIA 660
Antarctica 0 AQ ATA 010
Antigua and Barbuda 0 AG ATG 028
Argentina 0 AR ARG 032
Armenia 0 AM ARM 051
Aruba 0 AW ABW 533
Australia 0 AU AUS 036
Austria 0 AT AUT 040
Azerbaijan 0 AZ AZE 031
Azores 0 AP
Bahamas 0 BS BHS 044
Bahrain 0 BH BHR 048
Bangladesh 0 BD BGD 050
Barbados 0 BB BRB 052
Check All | Uncheck All
Save changes
Reset form

Figure 6-12-1: Country Listing

4. By default, the only Countries to have all of their States/Provinces filled out are the US and Canada. If you are wanting to use another country you will need to fill out the States/Provinces listing for that country by clicking on the globe on the right, next to the recycle bin.
5. **Country Listing**
   a. **State / Province Name :** In this text field you can edit or add the name of the State or Province that correlates with the country you are editing. There are no spell checks for these fields so you will need to make sure that they spelling is correct.
   b. **Short Name (Code) :** In this text field can edit or add the shorthand version of the State or Province name. Usually it is only two letters.
6. Once you are done adding or editing the States/Provinces for the country you selected, hit save changes at the bottom.
7. Once you are done adding or editing your countries list, hit save changes at the bottom.

© 2010

6.1.15 Languages & Currencies Settings Overview

This section allows you to manage the Languages and Currencies, customize the cart to specific currencies and add a new language template to ifanstoremanagerCart as well as manage (edit and delete) those language templates. To know in detail about the following sections, click on respective links below:

Local Settings 147
Currency 148
Language 151

6.1.15.1 Local Settings

You can use this section to manage the site local settings.

To go to **Languages and Currencies** page, follow the steps:

1. Open 121 the **Global Cart Settings** page.
2. Click **Languages & Currencies**.

The Site **Languages & Currencies** page will open under the **Local Settings** tab, as shown in the Figure 6-13-1 148 below.

Note: By default, the **Languages & Currencies** page opens under the **Local Settings** tab, as shown in the Figure 6-13-1 14 below.

3. **Local Settings:** Enter the following information:
   a. **Local Date/Time Format:** Enter the format to be used on your web site to display date and time. By default, this is **%m/%d/%Y - %r**.
   b. **Weight Unit:** Select the measurement unit for weight from the drop down menu, generally shipping weight (i.e. **Lbs** or **Kg**) used by your company. By default, this is **Lbs**.
   c. **Length Unit:** Select the measurement unit for length from the drop down menu (i.e. Feet, Inches or Centimeters) used by your company. By default, this is **Inches**.
   d. **Currency Decimal Symbol:** Enter the symbol, generally a decimal point (.) or a comma (,) that your company's currency uses to separate whole denominations (i.e. dollars) from partial denominations (i.e. cents). By default, this is (**.**).
   e. **Currency Thousands Separating Symbol:** Enter the thousands separating symbol. By default, this is (**,**).

© 2010

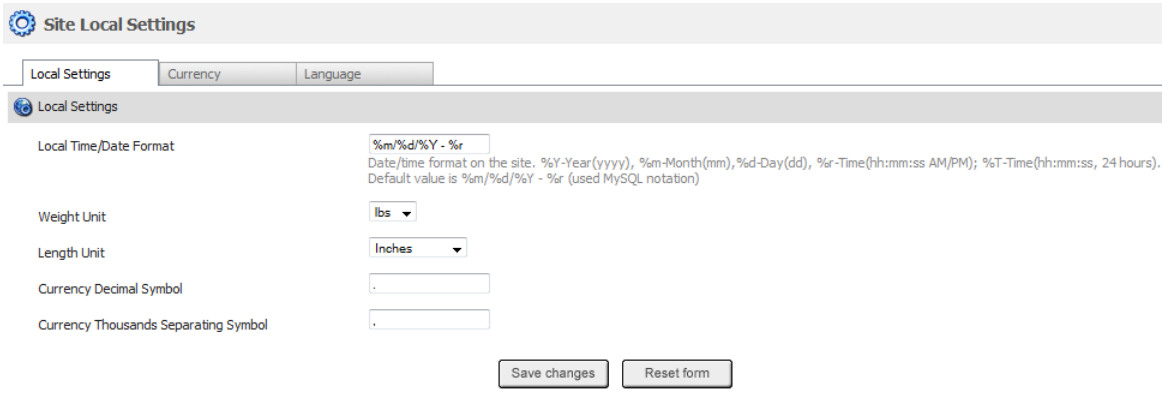


Figure 6-13-1: Site Local Settings Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to save details about **Local Settings**. You will get a confirmation message that the Local settings have been saved.

6.1.15.2 Currency Overview

You can use this section to customize the cart to specific currencies. You can add and manage (edit and delete) the existing currencies as well as new custom currencies. To know more about currencies, click on the links below.

Add New Currency 148
Edit 150
Delete 151

6.1.15.2.1 Add New Currency

You can use this section to create custom currency and then add the existing or custom currency to TurnKey Commerce.

To add an existing currency to TurnKey Commerce, follow the steps:

1. Open 147 the **Site Local Settings** page.
2. Click on the **Currency** tab on top of the page.

The **Currency** page opens, as shown in the Figure 6-14-1 below.

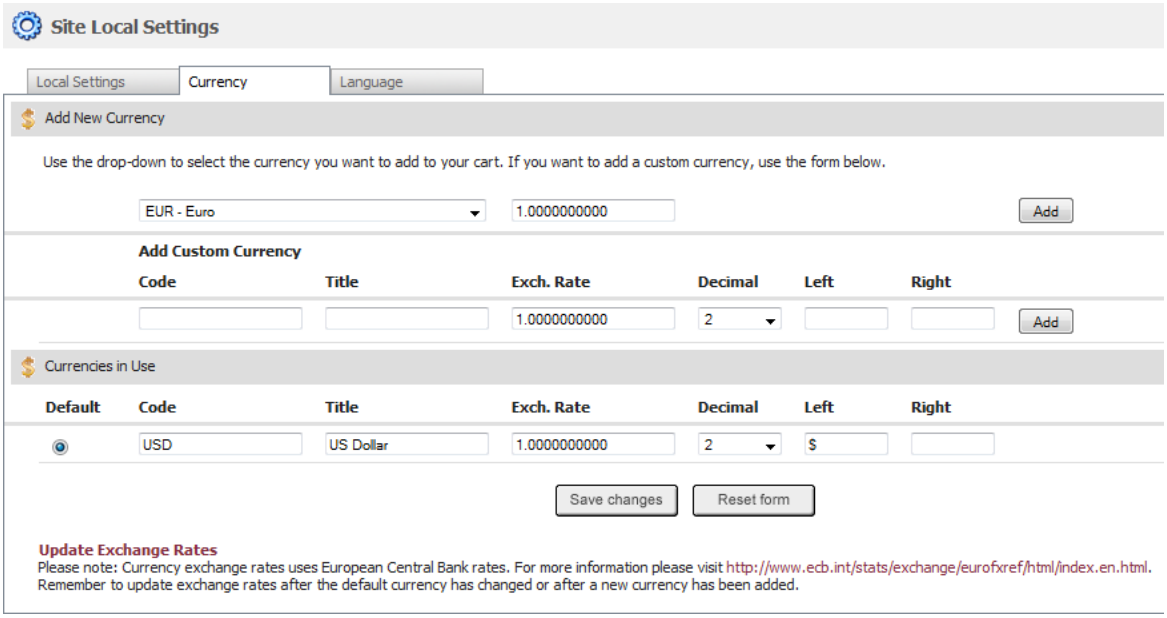


Figure 6-14-1: Currency page

3. Select an existing currency you want to add to TurnKey Commerce from the drop-down menu, as shown in the Figure 6-14-1 149.

Note: You don't have to enter any details for an existing currency. Once added, the existing currency will automatically have all the information under Currencies in Use. Also, the exchange rate of an existing currency will be displayed with respect to the default currency.

4. Click **Add** button to add it to TurnKey Commerce and view it under Currencies in Use 149 .

Note: You cannot delete the **Default currency** under **Currencies in Use** in Currency in use page 149. To make a currency default, select the radio-button of the currency under **Currencies in Use** and then click **Save changes** button.

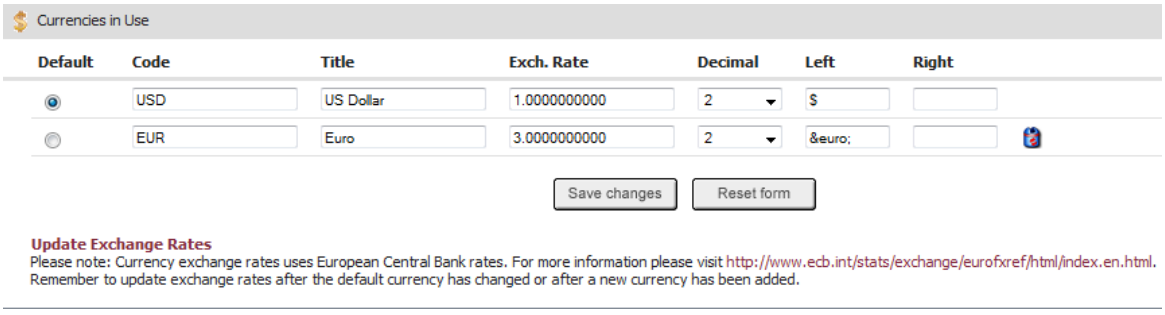


Figure 6-14-2: Currencies in Use

You can also create a custom currency from the **Currency** page and then add it to TurnKey Commerce. To create a custom currency, scroll down to **Add Custom**

© 2010

Currency under **Add New Currency** in Currency in use page 149.

5. Enter the **Code**, **Title**, **Exch. Rate** and the Symbol (**Left** or **Right**) for the custom currency. Also, select the **Decimal** for the currency from the drop-down menu, as shown in the Figure 6-14-3 below.

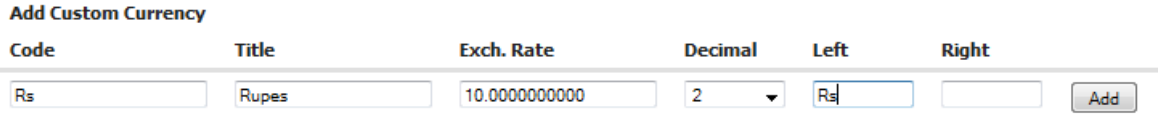


Figure 6-14-3: Add Custom Currency

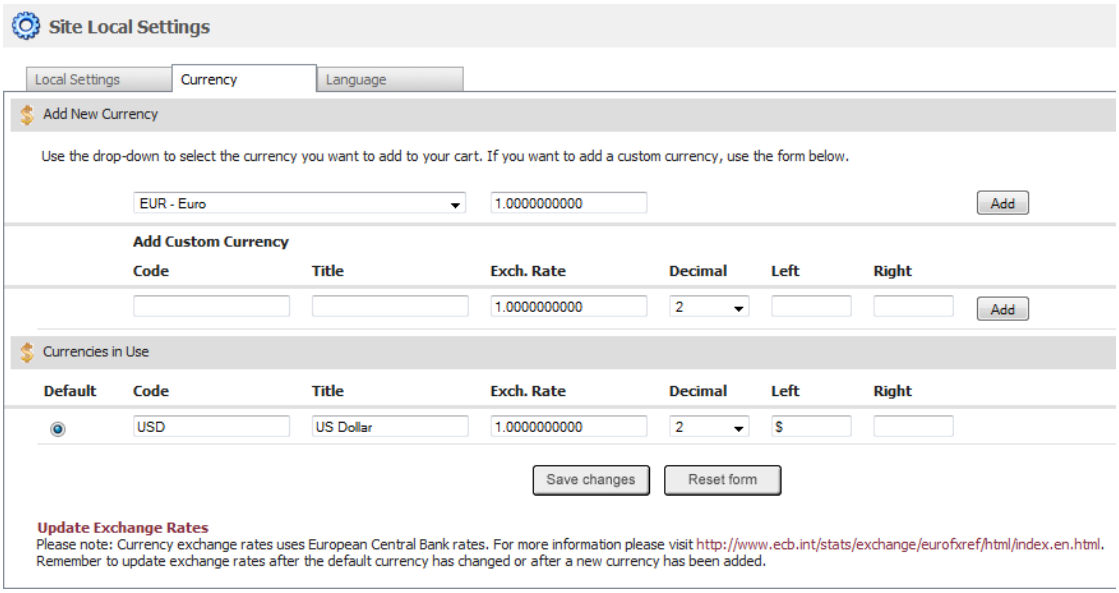
6. Click **Add** button to add it to TurnKey Commerce and view it under **Currencies in Use**.

6.1.15.2.2 Edit Currency

You can use this section to edit the existing or custom currency of TurnKey Commerce.

To edit an existing or custom currency of TurnKey Commerce, follow the steps:

1. Scroll down to Currencies in Use 149 on the Currency page 149.
2. You can modify all the parameters for a currency under Currencies in Use 149.



3. If you want to reset the form, click on the **Reset form** button.
4. Click **Save changes** button to update the information.

6.1.15.2.3 Delete Currency

You can use this section to delete the existing or custom currency of TurnKey Commerce.

To delete an existing or custom currency of TurnKey Commerce, follow the steps:

1. Scroll down to Currencies in Use 149 in Currency page 149.
2. Click **Delete** icon for a currency you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-15-1 below.

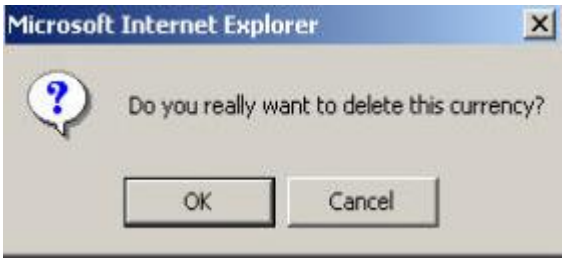


Figure 6-15-1: Delete Confirmation

3. Click **OK** button to remove it.

6.1.15.3 Language Overview

Use this section to select the language template you want to use on your site. You can add and manage (edit and delete) the language template. To know more about language template, click on the links below.

Add a Language 151
Edit 153
Delete 155

6.1.15.3.1 Add a Language

You can use this section to add a language template.

To add a language template, follow the steps:

1. Open 147 the **Site Local Settings** page.
2. Click on the **Language** tab on top of the page.

The **Language** page opens, as shown in the Figure 6-16-1 below.

© 2010

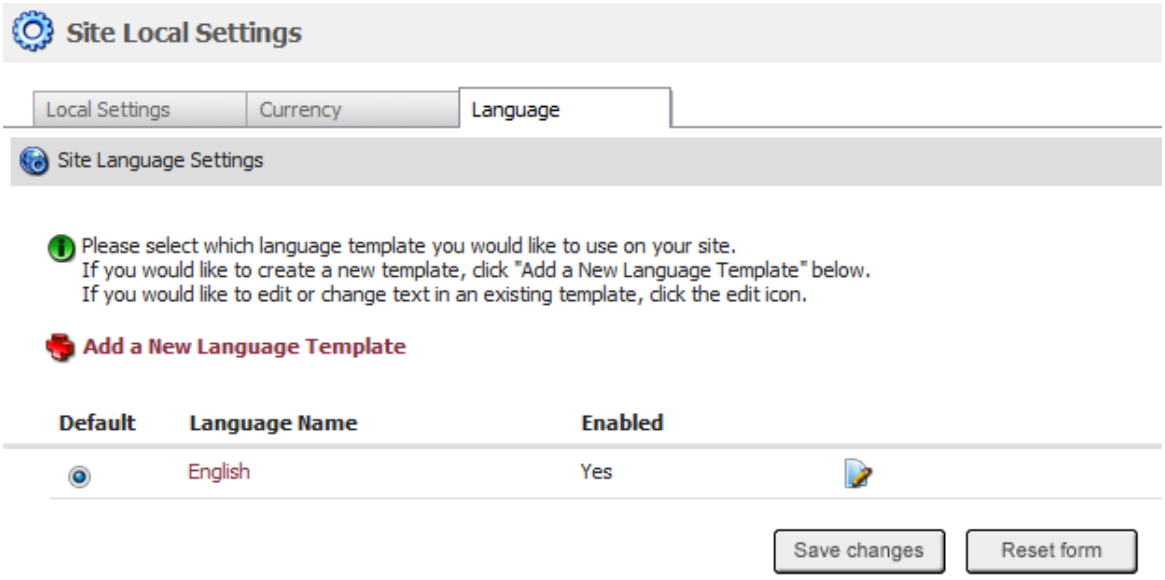

Site Local Settings
Local Settings
Currency
Language
Site Language Settings
Please select which language template you would like to use on your site.
If you would like to create a new template, click "Add a New Language Template" below.
If you would like to edit or change text in an existing template, click the edit icon.
Add a New Language Template
Default
Language Name
Enabled
English
Yes
Save changes
Reset form

Figure 6-16-1: Language page

Note: You can set a language as an **active language** by clicking on the radio button and then clicking on the **Save changes** button.

3. Click **Add a New Language Template** link under **Language Settings** to open **Add / Create Language** page, as shown in the Figure 6-16-2 below.

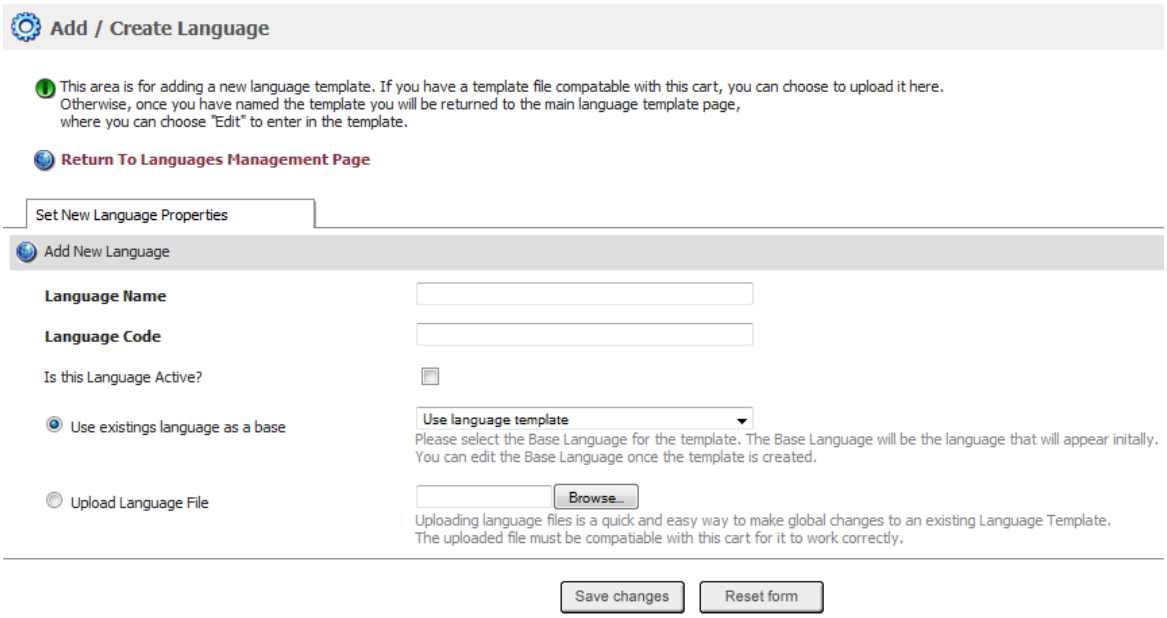

Add / Create Language
This area is for adding a new language template. If you have a template file compatable with this cart, you can choose to upload it here.
Otherwise, once you have named the template you will be returned to the main language template page,
where you can choose "Edit" to enter in the template.
Return To Languages Management Page
Set New Language Properties
Add New Language
Language Name
Language Code
Is this Language Active?
Use existings language as a base
Use language template
Please select the Base Language for the template. The Base Language will be the language that will appear initally.
You can edit the Base Language once the template is created.
Upload Language File
Browse...
Uploading language files is a quick and easy way to make global changes to an existing Language Template.
The uploaded file must be compatiable with this cart for it to work correctly.
Save changes
Reset form

Figure 6-16-2: Add / Create Language page

4. Scroll down to **Add/ Create a New language** and enter the following information.
    a. **Language Name**: Enter the name of the Language.

© 2010

b. **Language Code**: Enter the Language Code.
c. **Is this language active**: Check this Box to make the language you are adding as an active language for the site.
d. **Use existing language as a base**: Select the base language for the template from the drop-down menu.

Note: Base Language will be the language that will appear initially. You can edit the Base Language once the template is created.

e. **Upload language file:** Click on **Browse** to upload the language file from your local computer. The uploaded file must be compatible with this cart for it to work correctly.

5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information.

You can view the confirmation message on top of the **Add / Create Language** page, as shown in the Figure 6–16-3 below.

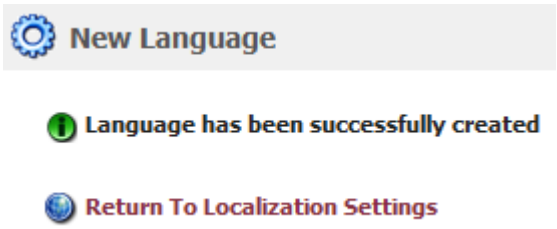


Figure 6-16-3: Language Confirmation Page

6.1.15.3.2 Edit Language

You can use this section to edit an existing language template. To know more about editing a language template, follow the steps below.

1. Open 151 the **Language** page.
2. Scroll down to **Language name** and click on **Edit** icon to edit an existing language template.

Update Language page opens.

Note: Click **Return To Main Languages Admin** link to return to Language page 152.

3. Edit the required Language settings under **Current Language**.

© 2010

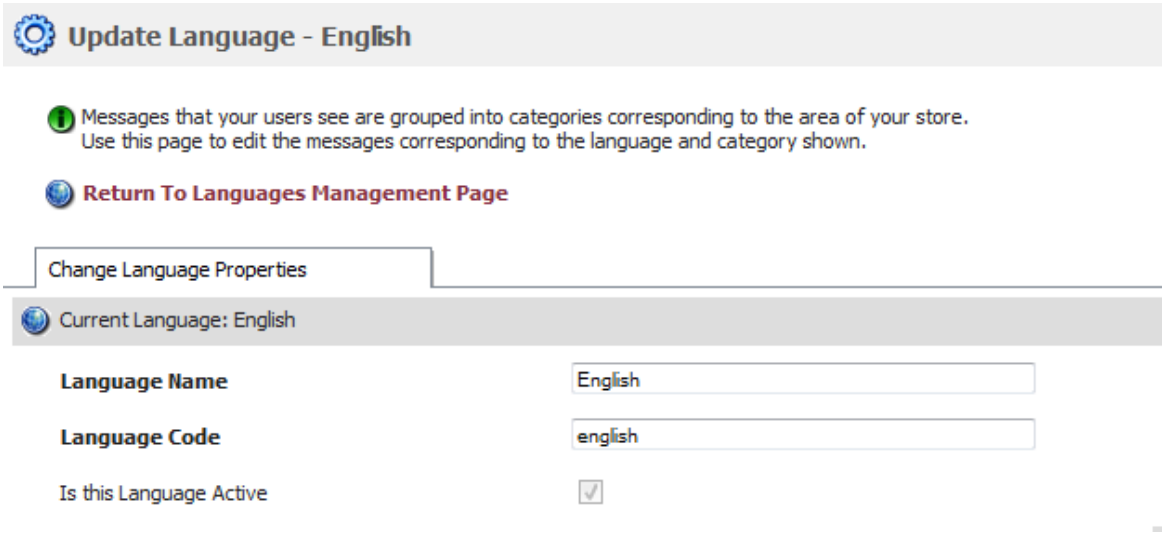

Update Language - English
Messages that your users see are grouped into categories corresponding to the area of your store.
Use this page to edit the messages corresponding to the language and category shown.
Return To Languages Management Page
Change Language Properties
Current Language: English
Language Name
English
Language Code
english
Is this Language Active

Figure 6-17-1: Current Language

4. You can also edit the messages under **Edit Messages Below**.

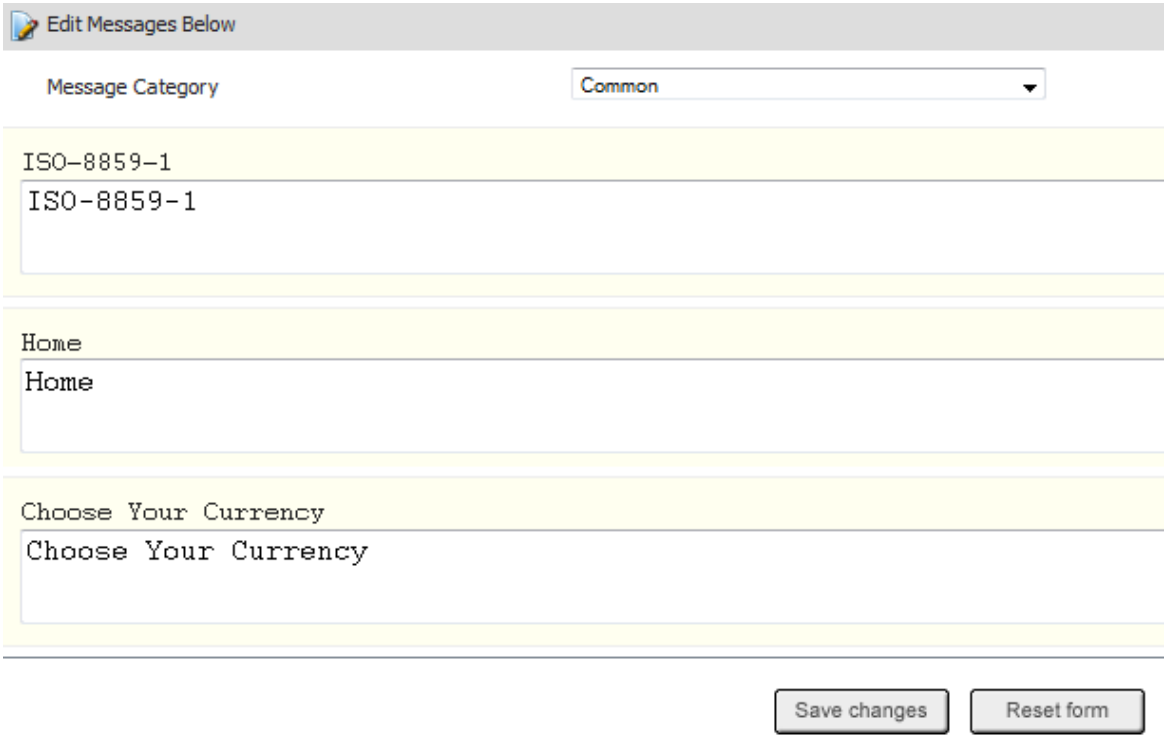


Figure 6-17-2: Edit Messages

5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information.

© 2010

6.1.15.3.3 Delete Language

You can use this section to delete an existing language template. To know more about deleting a language template, follow the steps below:

1. Open 151 the **Language** page.

2. Scroll down to **Language name** and click on **Delete** icon to delete an existing language template.

A pop up appears asking for confirmation, as shown in the Figure 6-18-1 below.

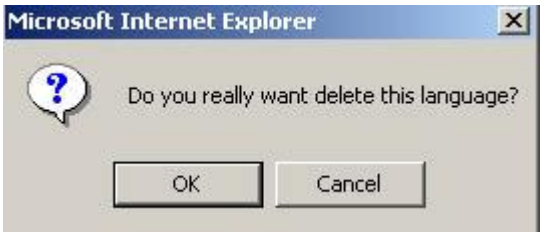


Figure 6-18-1: Delete Confirmation

3. Click **OK** to confirm deletion.

6.1.16 CCS Settings

Please Note

It's strongly recommend you do not store credit cards on your system unless you feel it is absolutely necessary.
No system is 100% safe and you will be held responsible for any breach in the security of your server.
CISP complaint payment gateways are the only recommend repository for customer payment information.
While we provide this feature as a service to our customers, we strongly advise against using it.
Since no encryption method is completely secure, we cannot be held responsible for any issues surrounding the storage of your customers payment data.

Entering in the information below will create a certificate

1. Make sure you enter in a username and a password where prompted as shown below. <The username and password you enter will be used to view payment data on the order page.>.

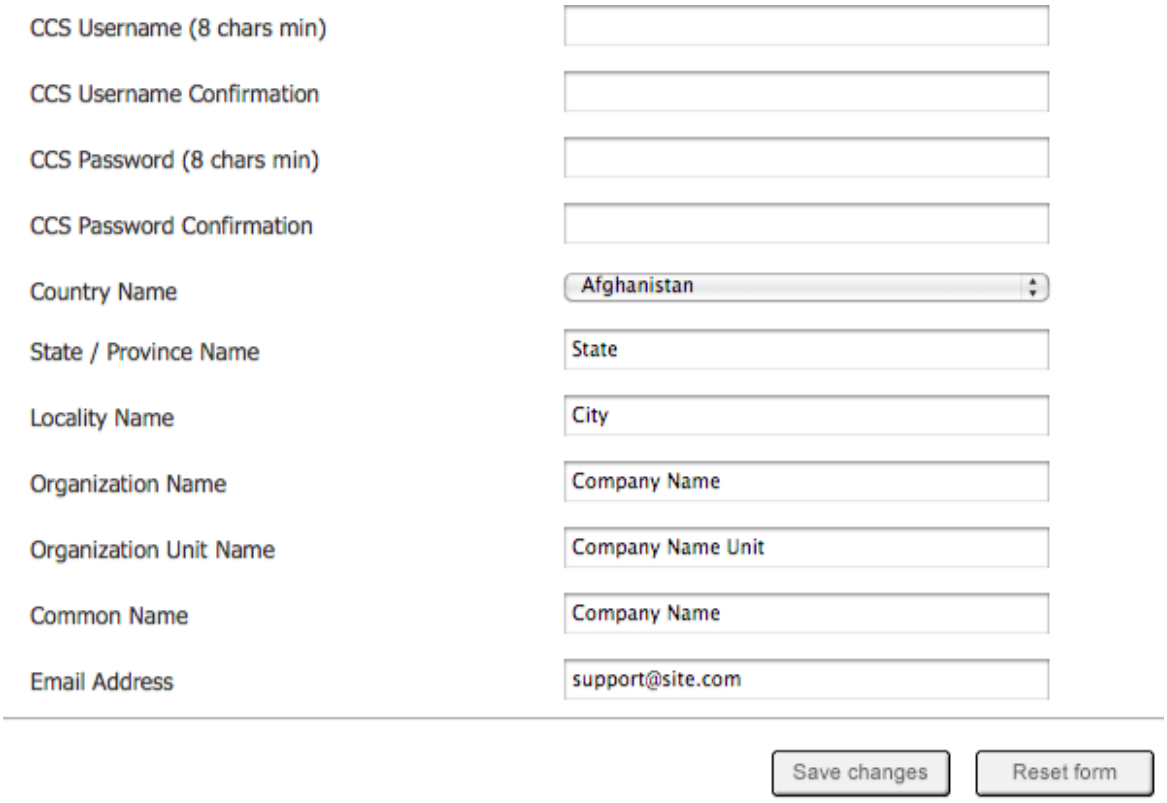
2. Fill in your Location and company information in the remaining fields.

© 2010

3. Once completed the information below to generate a certificate for encrypting payment information.

PLEASE READ

PLEASE NOTE - Any payment data encrypted with this certificate can only be accessed by the password you enter.
While you can generate a new certificate at anytime, you will not be able to access payment information encrypted with an older certificate.
Therefore, it is very important you do not lose this password. If lost, the only solution is to generate a new certificate.



6.2 Payment Methods

This section is used to manage the order settings (i.e. Realtime and Custom Payment method and Gateway). To know in detail about the following sections, click on respective links below:

© 2010

Enable/Add Gateway 157
Editing Active Payment Gateways 200
Disable 201

6.2.1 Enable/Add Gateway

You can use this section to create and select gateways you want to enable.

To enable and add a gateway , follow the steps:

1. Click **Payment Methods**, as shown in the Figure 6-19-1 below.

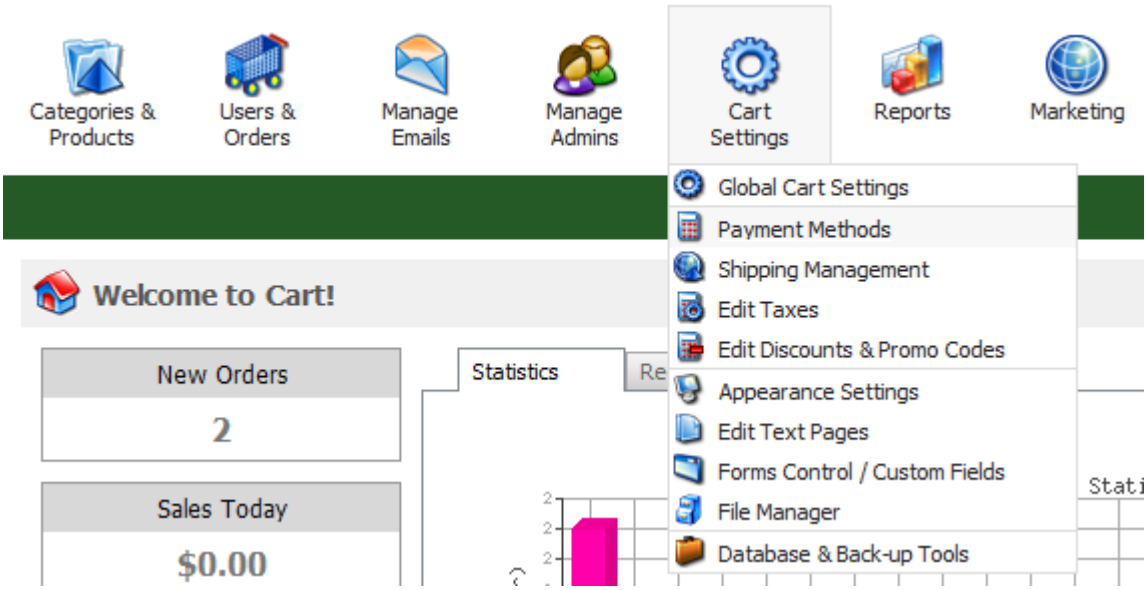


Figure 6-19-1: Payment Methods

Payment Methods (Setup) page will open, as shown in the Figure 6-19-2 157 below.

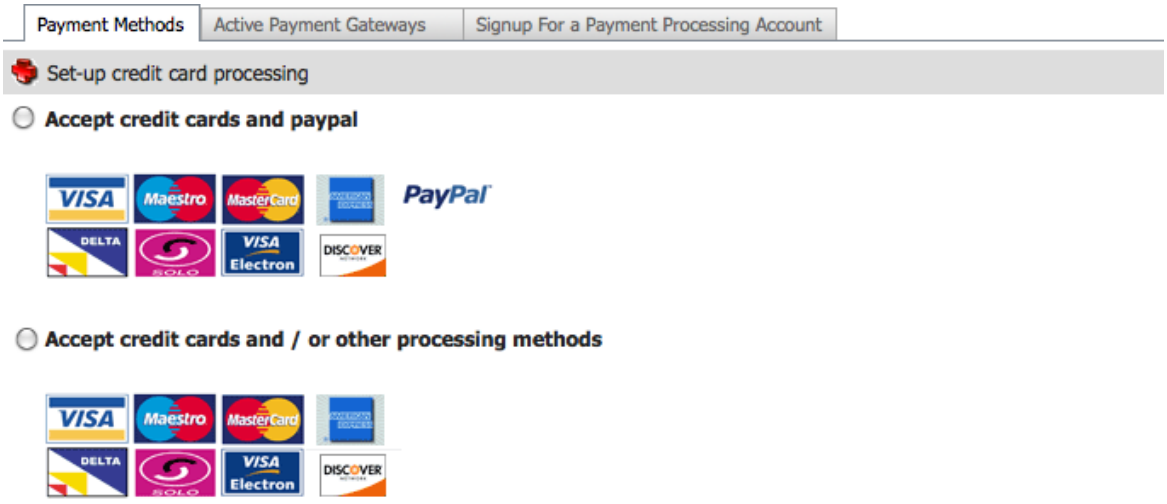

Payment Methods
Active Payment Gateways
Signup For a Payment Processing Account
Set-up credit card processing
Accept credit cards and paypal
PayPal
Accept credit cards and / or other processing methods

Figure 6-19-2: Payment Methods (Setup) page

1.. Scroll down and choose weather you want to accept paypal and there credit card payment options by choosing the **Accept credit cards and paypal** as shown in Figure 6-19-2-2 158 below.

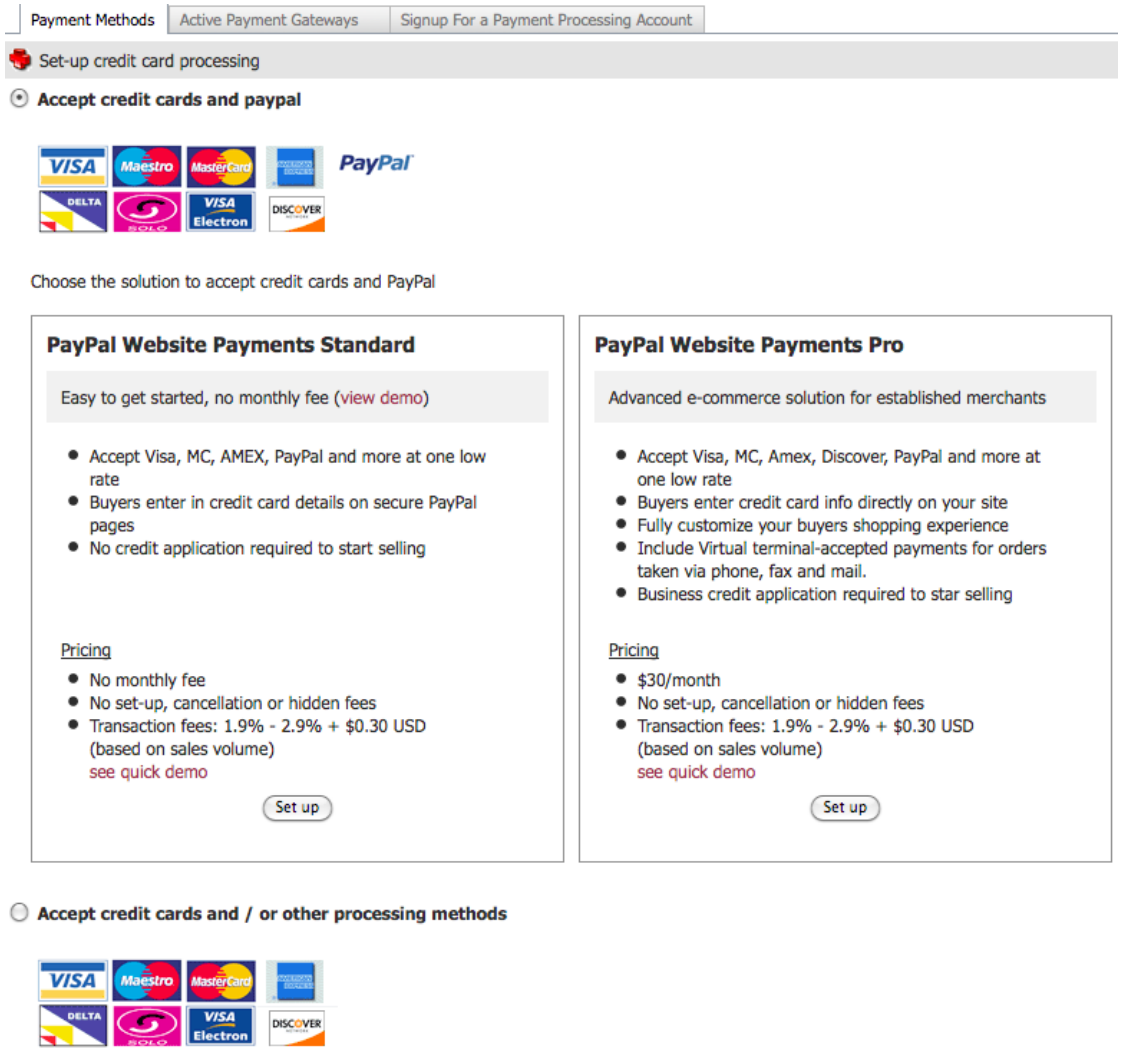

Payment Methods
Active Payment Gateways
Signup For a Payment Processing Account
Set-up credit card processing
Accept credit cards and paypal
PayPal
Choose the solution to accept credit cards and PayPal
PayPal Website Payments Standard
Easy to get started, no monthly fee (view demo)
Accept Visa, MC, AMEX, PayPal and more at one low rate
Buyers enter in credit card details on secure PayPal pages
No credit application required to start selling
Pricing
No monthly fee
No set-up, cancellation or hidden fees
Transaction fees: 1.9% - 2.9% + $0.30 USD (based on sales volume)
see quick demo
Set up
PayPal Website Payments Pro
Advanced e-commerce solution for established merchants
Accept Visa, MC, Amex, Discover, PayPal and more at one low rate
Buyers enter credit card info directly on your site
Fully customize your buyers shopping experience
Include Virtual terminal-accepted payments for orders taken via phone, fax and mail.
Business credit application required to star selling
Pricing
$30/month
No set-up, cancellation or hidden fees
Transaction fees: 1.9% - 2.9% + $0.30 USD (based on sales volume)
see quick demo
Set up
Accept credit cards and / or other processing methods

Figure 6-19-2-2: Accept credit cards and paypal

3. Here you can **enable/add** any of these **Gateway** by selecting option for **Accept credit cards and / or other processing methods** as shown in the Figure 6-19-3 159 (Authorize.Net, DataCash, Echo-inc.com, FastTransact.com, iTransact.com, LinkPoint.com, NetBilling.com, NTPNow.com, Protx.com, PsiGate.com, Shift4.com, VeriSign.Net, ViaKLIX, 2CheckOut.com, HSBC-CPI, PinnProcessing, Transaction Central, VeriSign.Net Pay Flow Link, WorldPay.com, Custom Payment Method and many others.

© 2010

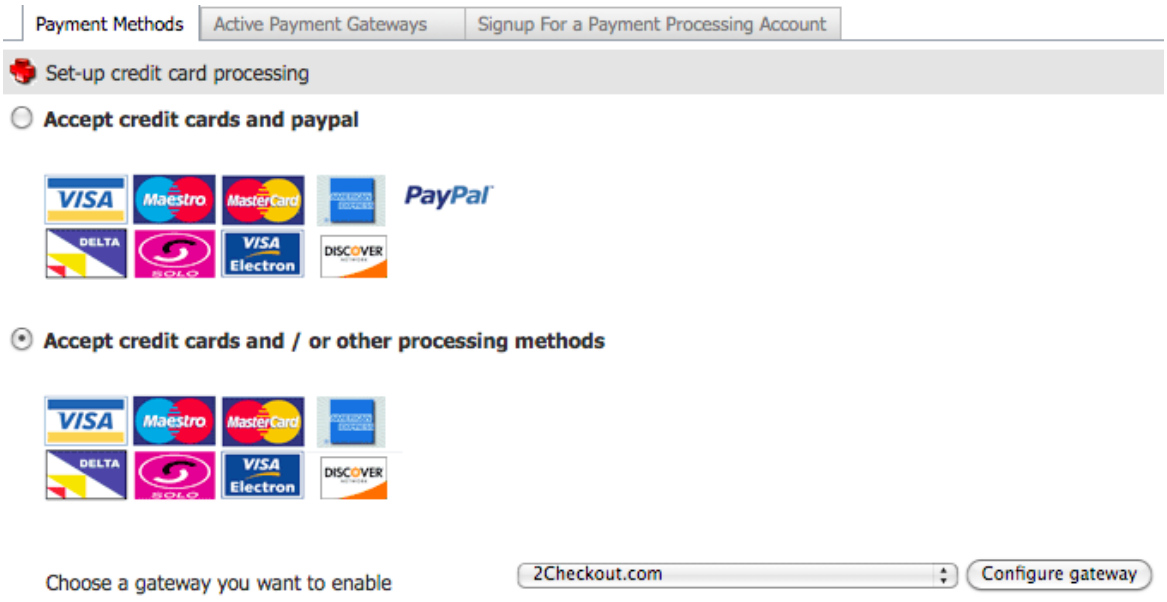

Payment Methods
Active Payment Gateways
Signup For a Payment Processing Account
Set-up credit card processing
Accept credit cards and paypal
PayPal
Accept credit cards and / or other processing methods
Choose a gateway you want to enable
2Checkout.com
Configure gateway

Figure 6-19-3: Accept credit cards and / or other processing methods

6.2.1.1 Accept credit cards and paypal

Enter topic text here.

6.2.1.1.1 Setting Up PayPal Express Checkout

To use the **PayPal Express Checkout**, you will need an Payments Pro Gateway through PayPal.com. Once logged into PayPal.com you will see an option to set up an Express Checkout account.

1. Return to your Business Account Overview page and click the Merchant Tools tab.
2. Under Express Checkout, click Learn More.
3. Under Getting Started, click Submit application.
4. Complete the application form and click Continue.
5. On the Application Approved page, click Getting started with PayPal.
6. Follow the link to accept the billing agreement.
7. You are taken to a page for API Setup.

Next you will need to generate an API Certificate through PayPal.com to up be

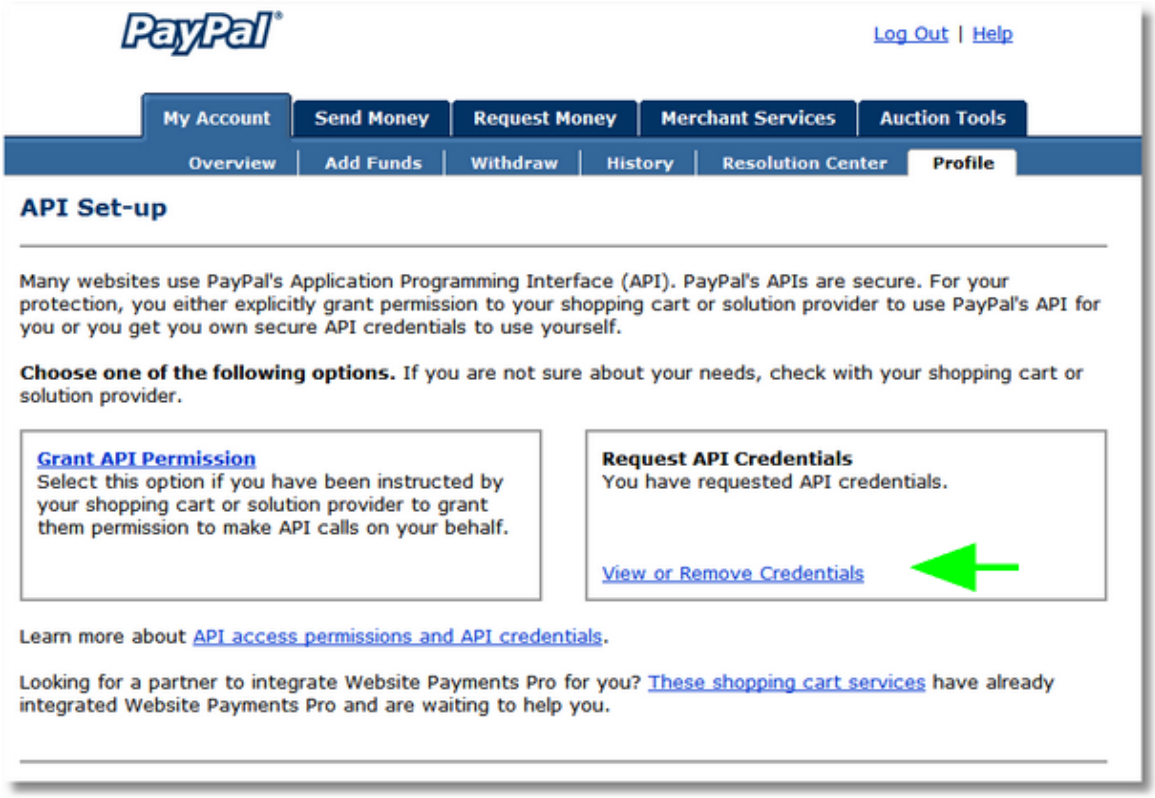
© 2010

uploaded to the cart. This certificate is used by PayPal.com to identify TurnKey Commerce.

Follow these steps to generate your API Certificate:

Once you have completed these steps, you can start the process of setting up PayPal though the back of the cart.

1. Login to PayPal and go to "Request API Credentials" and apply for the SSL Client-Side Certificate.
2. Next you will receive an e-mail form PayPal stating your API certificate is ready to use.
3. Login and click "View or Remove Credentials" under


PayPal
Log Out | Help
My Account
Send Money
Request Money
Merchant Services
Auction Tools
Overview
Add Funds
Withdraw
History
Resolution Center
Profile
API Set-up
Many websites use PayPal's Application Programming Interface (API). PayPal's APIs are secure. For your protection, you either explicitly grant permission to your shopping cart or solution provider to use PayPal's API for you or you get you own secure API credentials to use yourself.
Choose one of the following options. If you are not sure about your needs, check with your shopping cart or solution provider.
Grant API Permission
Select this option if you have been instructed by your shopping cart or solution provider to grant them permission to make API calls on your behalf.
Request API Credentials
You have requested API credentials.
View or Remove Credentials
Learn more about API access permissions and API credentials.
Looking for a partner to integrate Website Payments Pro for you? These shopping cart services have already integrated Website Payments Pro and are waiting to help you.

4. Next download your API certificate and save it to your computer. Also record your API username and API password.
5. Login to your Shopping Cart and activate PayPal Website Payments Pro
6. Use the HTTPS protocol
7. Enter in your API Username and API Password into the cart. Your Paypal Username and Password will not work.

© 2010

8. Upload your certificate to the server by clicking on the "browse" button under the Payment Server Settings.

Payment Method Setup - PayPal Express Checkout (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
PayPal Express Checkout
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings
Payment Processor ID
paypalec
URL To Gateway
https://api.paypal.com/2.0/
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Certificate File
Browse...
This gateway requires a Security Certificate to work properly.
Typically, this will be located in the "My Account" area of most gateway providers.
Current Certificate:
content/engine/payment/paypal/certificate.pem
File Size: 1827 bytes
File change time: May 1, 2008, 10:23 am
Username :
PayPal Pro API Username
Password :
PayPal Pro API Password
Exclusive :
No
Deactive all other payment methods when PayPal Express Checkout was selected by site user
Mode :
Live
Select PayPal Express Checkout mode
Payment Action :
Sale
When your buyer approves an authorization, the buyer's balance can be placed on hold for a 29-day period to ensure the availability of the authorization amount for capture. You can reauthorize a transaction only once, up to 115% of the originally authorized amount (not to exceed an increase of $75 USD). An order period is 29-days long. Within this period, you can request an authorization to ensure the availability of funds. You can request an authorization on an order up to 10 times, up to 115% of the originally authorized amount (not to exceed an increase of $75 USD). Every successful authorization includes an honor period of 3 days.After a successful reauthorization, PayPal honors 100% of authorized funds for three days. You can settle without a reauthorization from day 4 to day 29 of the authorization period, but PayPal cannot ensure that 100% of the funds will be available after the three-day honor period. However, PayPal will not allow you to capture funds if the buyer's account is restricted, locked, or a fraudulent case occurs, or if your account has a high restriction level. You can use Authorization & Capture only when your account has a low restriction level.

*Note: The username in the picture is not the one you want to you use, you want to use the one supplied to you by PayPal.

9. Decide on wether or not you want PayPal Express Checkout to be your only merchant option for customers in the **'Exclusive'** option.

10. Choose wether or not you are going to make this option **'Live'** or in **'Test'** mode on the **'Mode'** option.

11. And finally determine what kind of payment action you want to have live on

© 2010

TurnKey Commerce: **'Sale'**, **'Authorization'**, or **'Order'** . The description for each option is located below the **'Payment Action'** field.

6.2.1.1.2 Setting Up PayPal Website Payments Pro

To use the **PayPal Payments Pro Gateway**, you will need an Payments Pro Gateway through PayPal.com. Once logged into PayPal.com you will see an option to set up a **PayPal Payments Pro Gateway**.

> PayPal's Payments Pro gateway differs from the traditional PayPal.com gateway in every transaction is completed on your website. So the customer doesn't have to be directed to Paypal.com to complete the transaction.

First you will need to apply for a Website Payments Pro account.

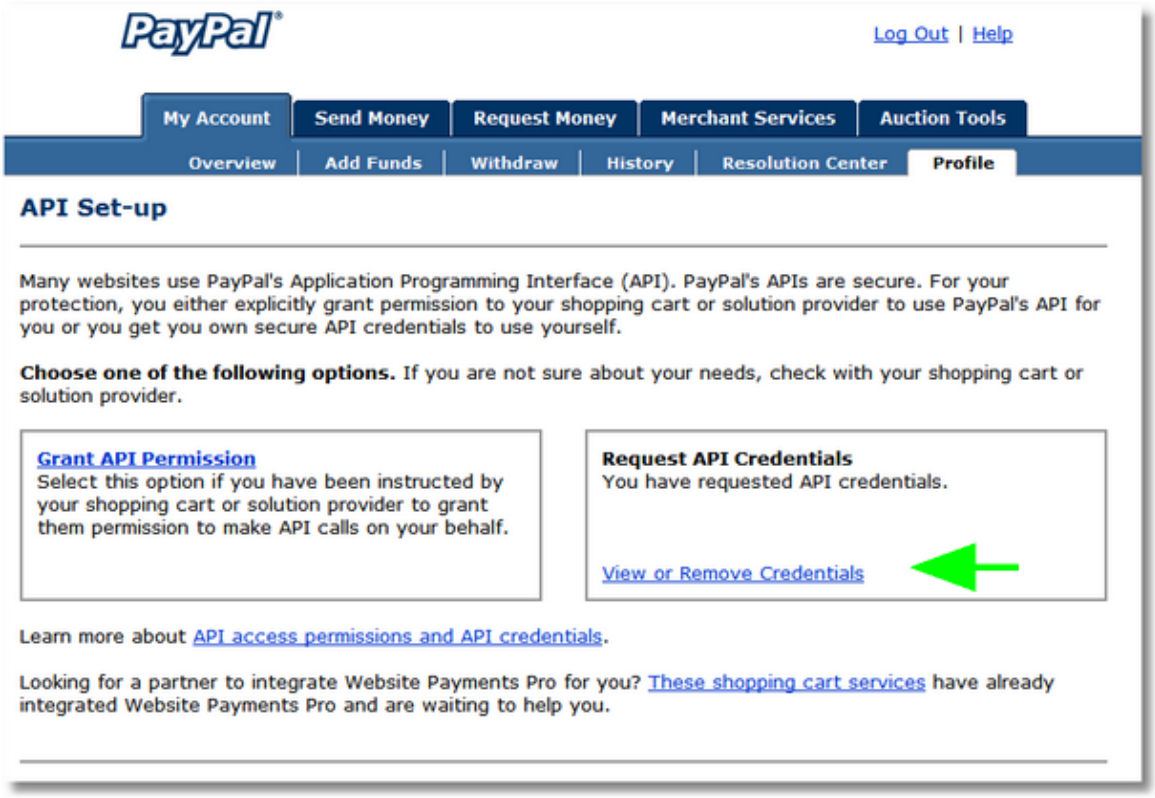
1. Return to your Business Account Overview page and click the Merchant Tools tab.
2. Under Website Payments Pro, click Learn More.
3. Under Getting Started, click Submit application.
4. Complete the application form and click Continue.
5. On the Application Approved page, click Getting started with PayPal.
6. Follow the link to accept the billing agreement.
7. You are taken to a page for API Setup.

Next you will need to generate an API Certificate through PayPal.com to up be uploaded to the cart. This certificate is used by PayPal.com to identify TurnKey Commerce.

Follow these steps to generate your API Certificate:

Once you have completed these steps, you can start the process of setting up PayPal though the back of the cart.

1. Login to PayPal and go to "Request API Credentials" and apply for the SSL Client-Side Certificate.
2. Next you will receive an e-mail form PayPal stating your API certificate is ready to use.
3. Login and click "View or Remove Credentials" under


PayPal
Log Out | Help
My Account
Send Money
Request Money
Merchant Services
Auction Tools
Overview
Add Funds
Withdraw
History
Resolution Center
Profile
API Set-up
Many websites use PayPal's Application Programming Interface (API). PayPal's APIs are secure. For your protection, you either explicitly grant permission to your shopping cart or solution provider to use PayPal's API for you or you get you own secure API credentials to use yourself.
Choose one of the following options. If you are not sure about your needs, check with your shopping cart or solution provider.
Grant API Permission
Select this option if you have been instructed by your shopping cart or solution provider to grant them permission to make API calls on your behalf.
Request API Credentials
You have requested API credentials.
View or Remove Credentials
Learn more about API access permissions and API credentials.
Looking for a partner to integrate Website Payments Pro for you? These shopping cart services have already integrated Website Payments Pro and are waiting to help you.

4. Next download your API certificate and save it to your computer. Also record your API username and API password.
5. Login to your Shopping Cart and activate PayPal Website Payments Pro
6. Use the HTTPS protocol
7. Enter in your API Username and API Password into the cart. Your Paypal Username and Password will not work.
8. Upload your certificate to the server by clicking on the "browse" button under the Payment Server Settings.

© 2010

Payment Method Setup - PayPal Website Payments Pro (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name: PayPal Website Payments Pro
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol: HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority: 1
Priority is used to sort available payment methods in the Select Payment Method drop-down box

Payment Server Settings

Payment Processor ID: paypalpro

URL To Gateway: https://api.paypal.com/2.0/
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Certificate File: Browse...
This gateway requires a Security Certificate to work properly.
Typically, this will be located in the "My Account" area of most gateway providers.

Current Certificate:
content/engine/payment/paypal/certificate.pem
File Size: 1832 bytes
File change time: January 27, 2010, 8:49 am

API Username:
PayPal Website Payments Pro API Username

API Password:
PayPal Website Payments Pro API Password

Currency Code: USD
PayPal-Supported Currencies

Payment Action: Sale
When your buyer approves an authorization, the buyer's balance can be placed on hold for a 29-day period to ensure the availability of the authorization amount for capture. You can reauthorize a transaction only once, up to 115% of the originally authorized amount (not to exceed an increase of $75 USD).After a successful reauthorization, PayPal honors 100% of authorized funds for three days.You can settle without a reauthorization from day 4 to day 29 of the authorization period, but PayPal cannot ensure that 100% of the funds will be available after the three-day honor period. However, PayPal will not allow you to capture funds if the buyer's account is restricted, locked, or a fraudulent case occurs, or if your account has a high restriction level. You can use Authorization & Capture only when your account has a low restriction level.

Enable Cardinal Centinel: No
Click here to setup Cardinal Centinel Module

Accepted Credit Cards

Enable	Card Code	Card Name	Require CVV2	
☑	Visa	Visa	☐	
☑	MasterCard	Master Card	☐	
☑	Amex	American Express	☐	
☑	Discover	Discover/Novus	☐	

Add Card

Enable	Card Code	Card Name	Require CVV2	
☐			☐	Add

Payment Form Title

Payment Form Title: Credit Card Payment with PayPal Website Payment
This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.

Message you would like to appear on the Payment Page - [Edit HTML Online]

```
<u>Enter Credit Card Information</u>
```

Message you would like to appear on the Thank You Page - [Edit HTML Online]

```
<b>Your Order Has Been Sent</b>
```

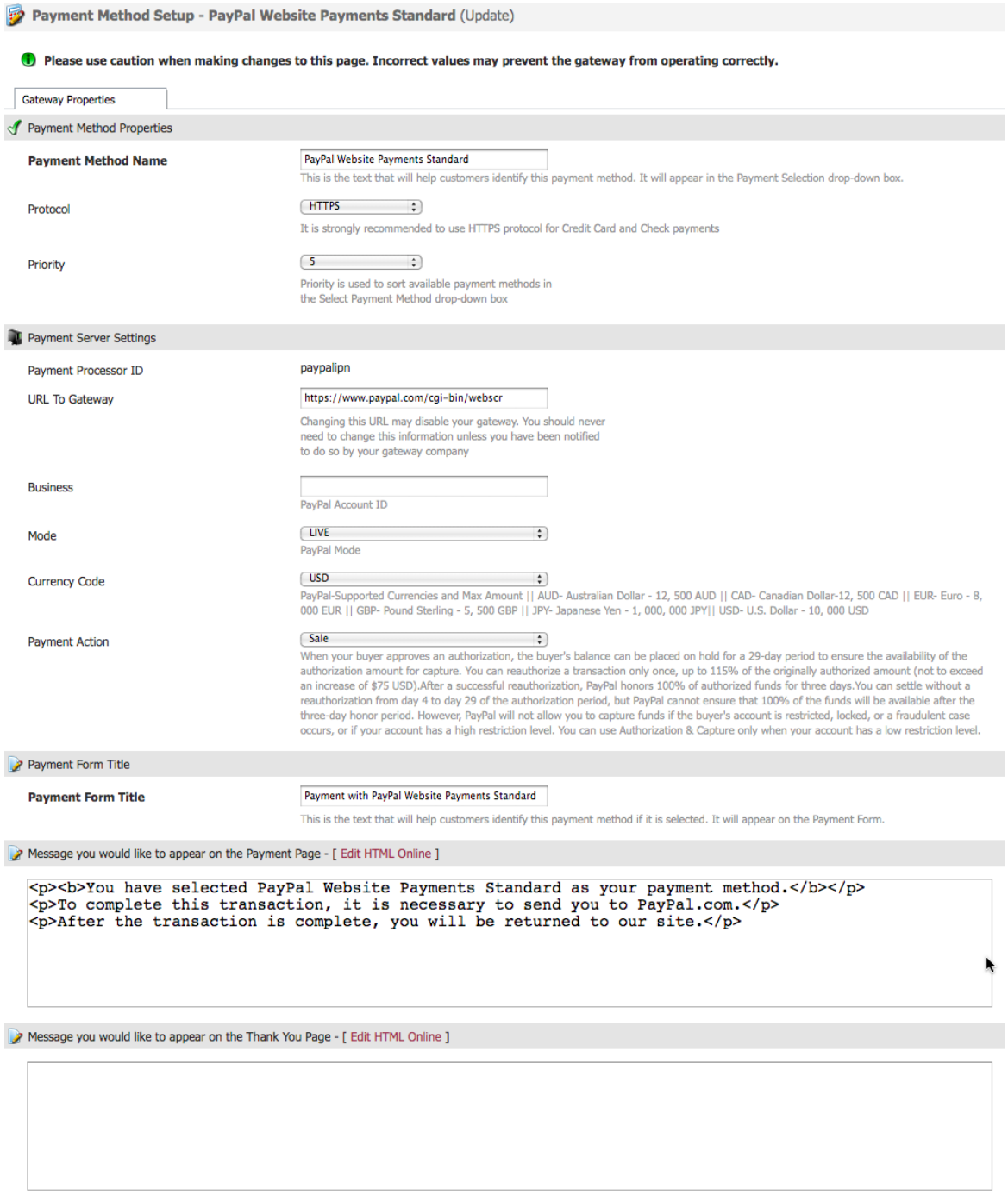
Click save and you're done.

PLEASE NOTE: You will need to have your SSL (Security Certificate) set up in the cart for PayPal Pro to work.

6.2.1.1.3 Setting Up PayPal Website Payments Standard

1. To use the PayPal Website Payments Standard gateway, you will need to have an account with Paypal.com.
2. Once that account is set up, login to your admin area and go to Cart Settings >> Payment Methods and activate the **PayPal.com** gateway.

© 2010


Payment Method Setup - PayPal Website Payments Standard (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
PayPal Website Payments Standard
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
5
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
paypalipn
URL To Gateway
https://www.paypal.com/cgi-bin/webscr
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Business
PayPal Account ID
Mode
LIVE
PayPal Mode
Currency Code
USD
PayPal-Supported Currencies and Max Amount || AUD- Australian Dollar - 12, 500 AUD || CAD- Canadian Dollar-12, 500 CAD || EUR- Euro - 8, 000 EUR || GBP- Pound Sterling - 5, 500 GBP || JPY- Japanese Yen - 1, 000, 000 JPY|| USD- U.S. Dollar - 10, 000 USD
Payment Action
Sale
When your buyer approves an authorization, the buyer's balance can be placed on hold for a 29-day period to ensure the availability of the authorization amount for capture. You can reauthorize a transaction only once, up to 115% of the originally authorized amount (not to exceed an increase of $75 USD).After a successful reauthorization, PayPal honors 100% of authorized funds for three days.You can settle without a reauthorization from day 4 to day 29 of the authorization period, but PayPal cannot ensure that 100% of the funds will be available after the three-day honor period. However, PayPal will not allow you to capture funds if the buyer's account is restricted, locked, or a fraudulent case occurs, or if your account has a high restriction level. You can use Authorization & Capture only when your account has a low restriction level.
Payment Form Title
Payment Form Title
Payment with PayPal Website Payments Standard
This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.
Message you would like to appear on the Payment Page - [Edit HTML Online]
You have selected PayPal Website Payments Standard as your payment method.
To complete this transaction, it is necessary to send you to PayPal.com.
After the transaction is complete, you will be returned to our site.
Message you would like to appear on the Thank You Page - [Edit HTML Online]

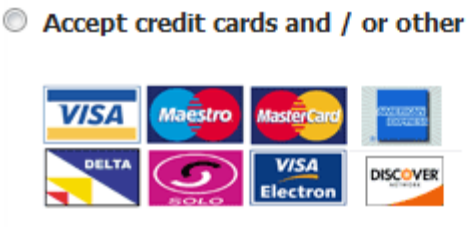
3. Set the **Protocol** to **HTTP.**
4. Enter in your **PayPal Account information**.
5. Select your **Currency**.
6. Save your settings.

Important: If you use the PayPal.com transaction method, your customers will be

transferred over to PayPal.com to complete the transaction. Once the transaction is complete, they will be presented with a link within PayPal.com that allows them to return to your Shopping Cart. If the customer does not click this link, the cart will not know if the funds have been successfully transferred to your Paypal account. If you get a notification from PayPal.com that a customer has sent you money and you don't see the order in within the cart, it means the customer did not click the "Return to cart" link and you will need to search "Abandoned" orders in the cart to retrieve their order.

6.2.1.2 Accept credit cards and / or other processing methods

Accept credit cards and / or other processing methods with other gateways such as First Data, Authorize.net, 2 checkout, etc.



6.2.1.2.1 Setting Up 2CO Account (2checkout)

1. Go to **2checkout.com** and sign-up to become a seller.

2. Once your receive an e-mail confirming your are a seller on their system login to the 2checkout management area.

3. In the **"Helpful Links**" area, click to enter the **"Look & Feel"** area of the management system.

4. Under the area designated "Approved, pending and affiliate area" enter in the following information

• Direct Return drop-down box to "No"

• In the blank designated for "Approved URL" enter http(s)://www.yourcarturl.com/index.php?p=invoice&oa=ProcessPayment (be sure to replace http://www.yoursitename with the actual URL to your store)

• In the blank designated for "Pending URL" enter http(s)://www.yourcarturl.com/index.php?p=invoice (be sure to replace http://www.yoursitename with the actual URL to your store.)

Save your changes

5. Next login to your TurnKey Commerce administration and go to Payment

© 2010

Methods 157 located under Cart Settings.

6. Activate the **2Checkou**t payment method

Payment Method Setup - 2CheckOut.com (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
2CheckOut.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings
Payment Processor ID
2checkout
URL To Gateway
https://www.2checkout.com/2co/buyer/purchase
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Sid :
12345678
2CheckOut Seller ID (Account Number)
Demo :
Y
Processing mode (Set to Y for testing (no credit card will be billed) OR leave blank for live processing)
Payment Form Title
Payment Form Title
Credit Card Payment with 2CheckOut.com
This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.
Message you would like to appear on the Payment Pagee - [Edit HTML Online]
You have selected 2checkout.com as your payment method.
To complete this transaction, it is necessary to send you to 2checkout.com.
After the transaction is complete, you will be returned to our site.
Message you would like to appear on Thank You Page - [Edit HTML Online]
thank you for your order.
Save changes
Reset form

7. On the 2Checkout Payment screen, do the following

a. Set the Protocol to HTTP

b. Enter your **2checkout.com** store id in the blank labeled “sid”

c. If you are running a test enter “Y” into the blank labeled Demo or leave blank for

live transactions.

8. Enter in the information you would like to have appear on your thank you pages.

9. Save your changes.

6.2.1.2.2 Setting up Authorize.Net AIM 3.0

Steps for setting up an **Authorize.net** account in the cart.

1. Get an **Authorize.net** account.
   TurnKey Commerce uses the ADC Direct response method, Version : 3.0 (Advanced Integration Method)

2. Login to your **Authorize.net** and go to Settings and Profiles area and look under the Security table. Specifically, make sure **Card Code Verification** and **Address Verification System (AVS)** are set as you would like them. These settings allow you to control security on your account and may help in preventing fraudulent transactions from being placed on TurnKey Commerce.

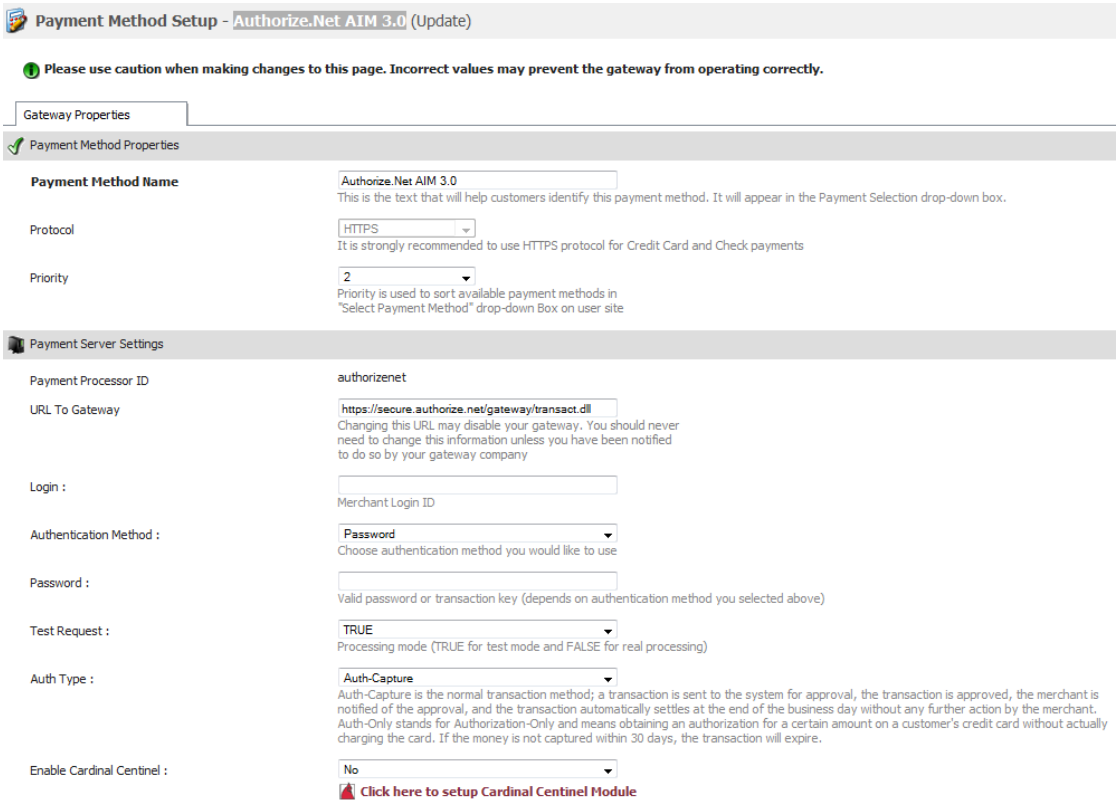
3. Logout of **Authorize.net** and login to the TurnKey Commerce Management area.

4. Go to Cart Settings >> Payment Methods and activate the Authorize 3.0 or 3.1.net gateway.

Important: You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

5. Enter in your Authorize.net Login and Password or Transaction Key.

© 2010


Payment Method Setup - Authorize.Net AIM 3.0 (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
Authorize.Net AIM 3.0
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
2
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings
Payment Processor ID
authorizenet
URL To Gateway
https://secure.authorize.net/gateway/transact.dll
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Login :
Merchant Login ID
Authentication Method :
Password
Choose authentication method you would like to use
Password :
Valid password or transaction key (depends on authentication method you selected above)
Test Request :
TRUE
Processing mode (TRUE for test mode and FALSE for real processing)
Auth Type :
Auth-Capture
Auth-Capture is the normal transaction method; a transaction is sent to the system for approval, the transaction is approved, the merchant is notified of the approval, and the transaction automatically settles at the end of the business day without any further action by the merchant. Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actually charging the card. If the money is not captured within 30 days, the transaction will expire.
Enable Cardinal Centinel :
No
Click here to setup Cardinal Centinel Module

6. **If you are going to run a test transaction, set Test Request to True**. Once testing is complete, make sure you set this back to False. Any of the following card numbers can be used to run test transactions. Please note that these numbers do not represent real card accounts; they will return a decline in live mode, and an approval in test mode. Any expiration dates after the current day's date can be used with these numbers.

370000000000002 - American Express
6011000000000012 - Discover
5424000000000015 - MasterCard
4007000000027 – Visa

7. Set Auth Type to **AUTH_CAPTURE** or **AUTH ONLY** depending on the how you would like Authorize.net to handle your transactions. (default is AUTH_CAPTURE)

8. Make sure your currency code is set to USD. At this time **Authorize.net** is only accepting transactions in US DOLLARS.

9. Enable the credit cards you have set up on the **Authorize.net** system. Do not enable credit cards that are not associated with your **Authorize.net** account, this will only cause confusion with your customers.

10. Enter in the messages you would like to appear on the both the payment and thank-you page.

© 2010

11. Click save settings and log-out.

6.2.1.2.3 Setting up Authorize.Net AIM 3.1

Steps for setting up an **Authorize.net** account in the cart.

1. Get an **Authorize.net** account.
   TurnKey Commerce uses the ADC Direct response method, Version : 3.1 (Simple Integration Method)

2. Login to your **Authorize.net** and go to Settings and Profiles area and look under the Security table. Specifically, make sure **Card Code Verification** and **Address Verification System (AVS)** are set as you would like them. These settings allow you to control security on your account and may help in preventing fraudulent transactions from being placed on TurnKey Commerce.

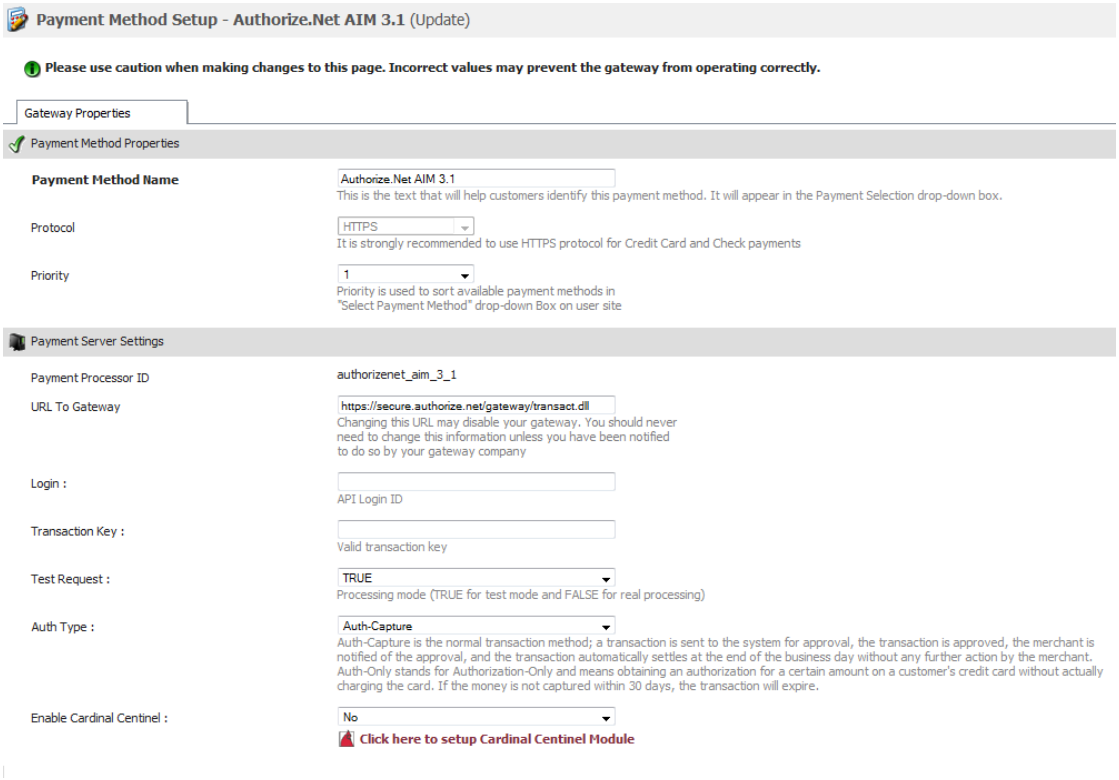
3. Logout of **Authorize.net** and login to the TurnKey Commerce Management area.

4. Go to Cart Settings >> Payment Methods and activate the Authorize 3.1.net gateway.

Important: You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

5. Enter in your Authorize.net Login (API Login) and Transaction Key.

© 2010


Payment Method Setup - Authorize.Net AIM 3.1 (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
Authorize.Net AIM 3.1
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings
Payment Processor ID
authorizenet_aim_3_1
URL To Gateway
https://secure.authorize.net/gateway/transact.dll
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Login :
API Login ID
Transaction Key :
Valid transaction key
Test Request :
TRUE
Processing mode (TRUE for test mode and FALSE for real processing)
Auth Type :
Auth-Capture
Auth-Capture is the normal transaction method; a transaction is sent to the system for approval, the transaction is approved, the merchant is notified of the approval, and the transaction automatically settles at the end of the business day without any further action by the merchant. Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actually charging the card. If the money is not captured within 30 days, the transaction will expire.
Enable Cardinal Centinel :
No
Click here to setup Cardinal Centinel Module

6. **If you are going to run a test transaction, set Test Request to True**. Once testing is complete, make sure you set this back to False. Any of the following card numbers can be used to run test transactions. Please note that these numbers do not represent real card accounts; they will return a decline in live mode, and an approval in test mode. Any expiration dates after the current day's date can be used with these numbers.

370000000000002 - American Express
6011000000000012 - Discover
5424000000000015 - MasterCard
4007000000027 – Visa

7. Set Auth Type to **AUTH_CAPTURE** or **AUTH ONLY** depending on the how you would like Authorize.net to handle your transactions. (default is AUTH_CAPTURE)

8. Make sure your currency code is set to USD. At this time **Authorize.net** is only accepting transactions in US DOLLARS.

9. Enable the credit cards you have set up on the **Authorize.net** system. Do not enable credit cards that are not associated with your **Authorize.net** account, this will only cause confusion with your customers.

10. Enter in the messages you would like to appear on the both the payment and thank-you page.

© 2010

11. Click save settings and log-out.

6.2.1.2.4 Setting up Authorize.Net eCheck.Net

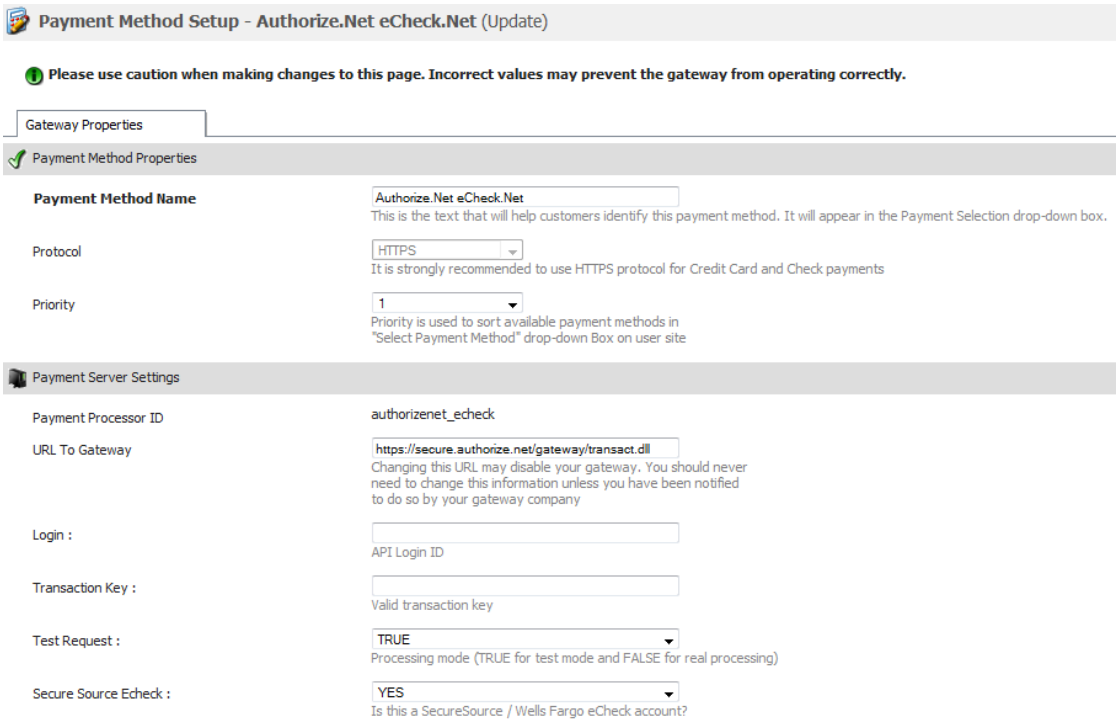
Steps for setting up an **Authorize.net eCheck.Net** account in the cart.

1. Get an **Authorize.net** account.
   TurnKey Commerce uses the ADC Direct response method, Version : 3.1 (Simple Integration Method)

2. Go to Cart Settings >> Payment Methods and activate the Authorize eCheck.Net gateway.

Important: You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

3. Enter in your Authorize.net Login (API Login) and Transaction Key.


Payment Method Setup - Authorize.Net eCheck.Net (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
Authorize.Net eCheck.Net
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings
Payment Processor ID
authorizenet_echeck
URL To Gateway
https://secure.authorize.net/gateway/transact.dll
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Login :
API Login ID
Transaction Key :
Valid transaction key
Test Request :
TRUE
Processing mode (TRUE for test mode and FALSE for real processing)
Secure Source Echeck :
YES
Is this a SecureSource / Wells Fargo eCheck account?

4. **If you are going to run a test transaction, set Test Request to True**. Once testing is complete, make sure you set this back to False.

5. Enter in the messages you would like to appear on the both the payment and thank-you page.

6. Click save settings and log-out.

© 2010

6.2.1.2.5 Setting up cardinal commerce

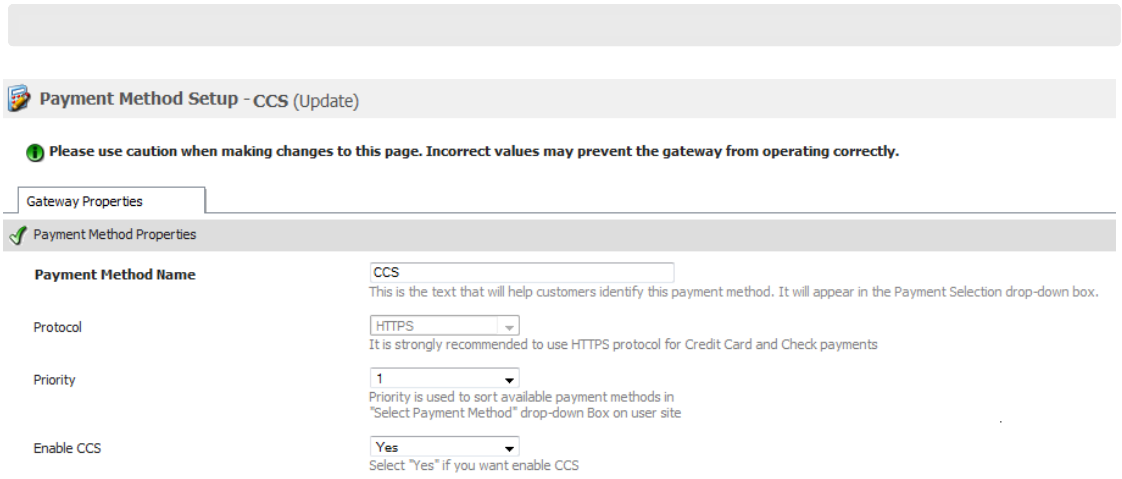
Enter topic text here.

6.2.1.2.6 Setting up Credit Card Storage

Steps for setting up **CCS.**

1. Make sure you have setup your certificate in the CCS settings 155 before enabling this gateway.

2. Once there Enable the CCS by selecting 'Yes' as shown below.


Payment Method Setup - CCS (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
CCS
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Enable CCS
Yes
Select "Yes" if you want enable CCS

3. Click save settings and log-out.

6.2.1.2.7 Setting up DataCash

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use DataCash.

Vtid - A vTID is an eight digit number which uniquely identifies your account.

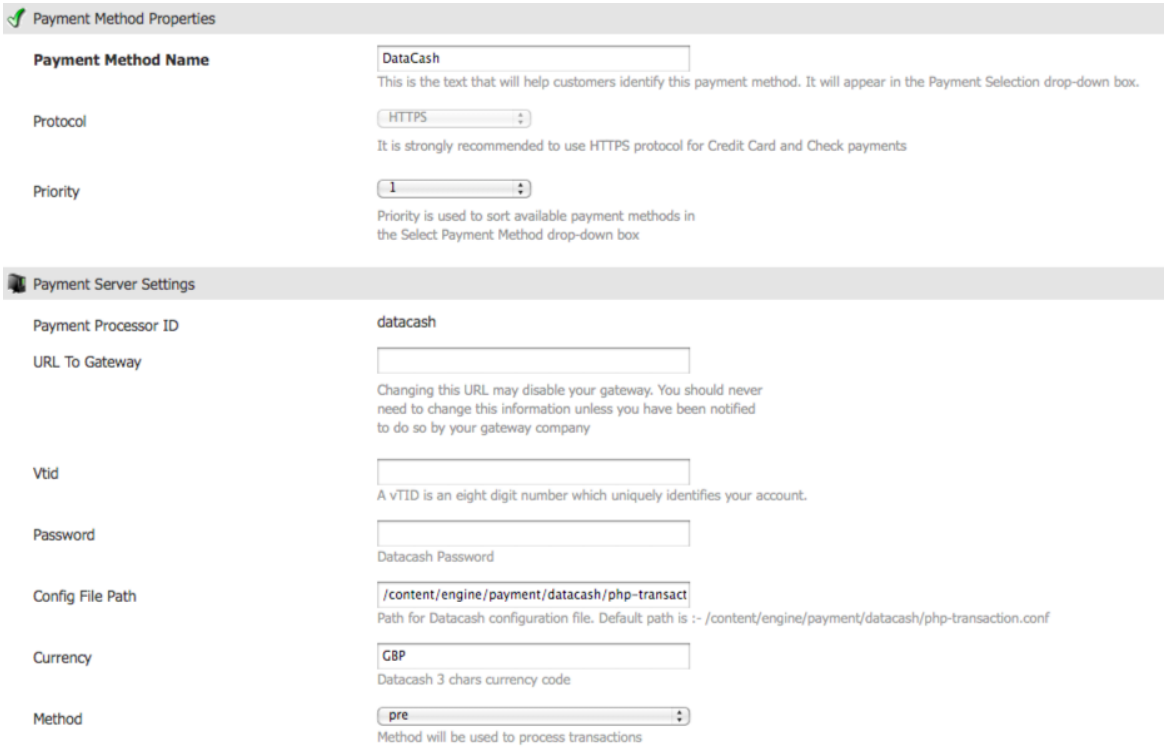
Password - Your Datacash Password

Config File Path - Path for Datacash configuration file. Default path is :- /content/engine/payment/datacash/php-transaction.conf

© 2010

Currency - Datacash 3 chars currency code

Method - Method will be used to process transactions


Payment Method Properties
Payment Method Name
DataCash
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
datacash
URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Vtid
A vTID is an eight digit number which uniquely identifies your account.
Password
Datacash Password
Config File Path
/content/engine/payment/datacash/php-transact
Path for Datacash configuration file. Default path is :- /content/engine/payment/datacash/php-transaction.conf
Currency
GBP
Datacash 3 chars currency code
Method
pre
Method will be used to process transactions

6.2.1.2.8 Setting up EC Suite

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use EC Suite.

Auth Key - Please enter the AuthKey you got from EC Suite

Merchant Id - Please enter the Merchant ID you got from EC Suite

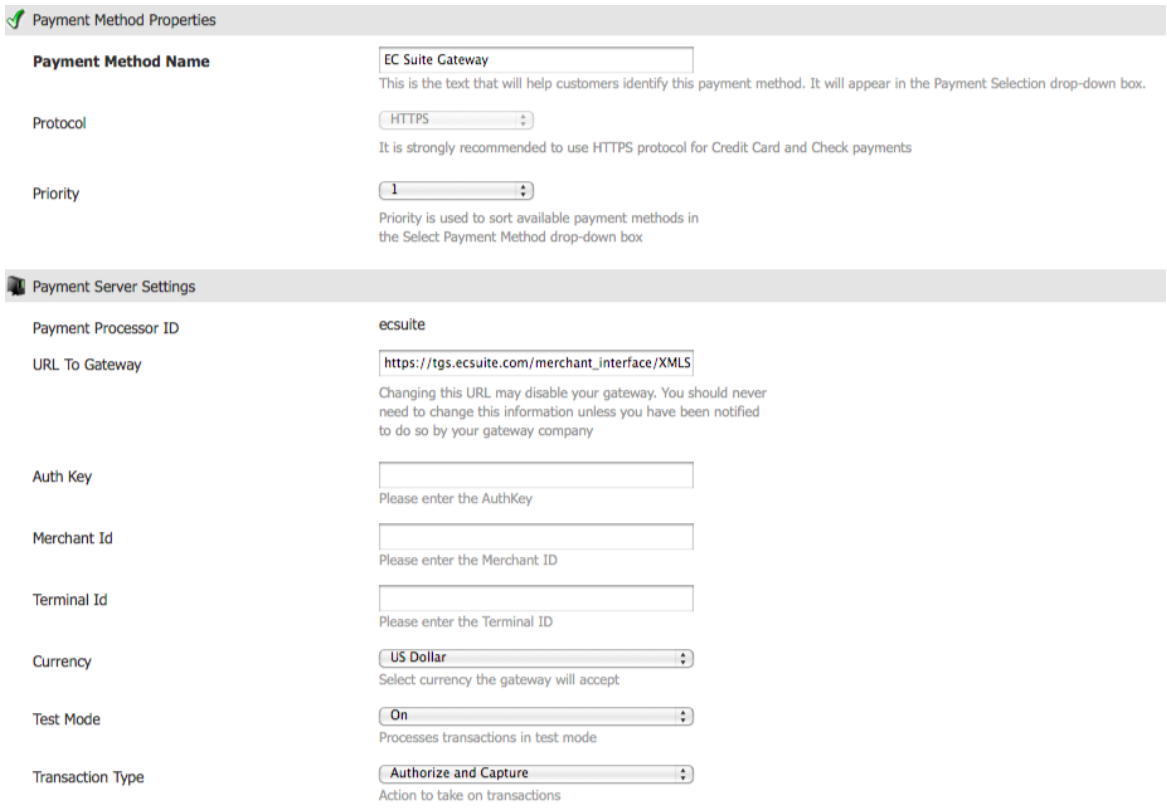
Terminal Id - Please enter the Terminal ID you got from EC Suite

Currency - Select currency the gateway will accept

Test Mode - Processes transactions in test mode

© 2010

Transaction Type - Action to take on transactions


Payment Method Properties
Payment Method Name
EC Suite Gateway
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
ecsuite
URL To Gateway
https://tgs.ecsuite.com/merchant_interface/XMLS
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Auth Key
Please enter the AuthKey
Merchant Id
Please enter the Merchant ID
Terminal Id
Please enter the Terminal ID
Currency
US Dollar
Select currency the gateway will accept
Test Mode
On
Processes transactions in test mode
Transaction Type
Authorize and Capture
Action to take on transactions

6.2.1.2.9 Setting up Echo

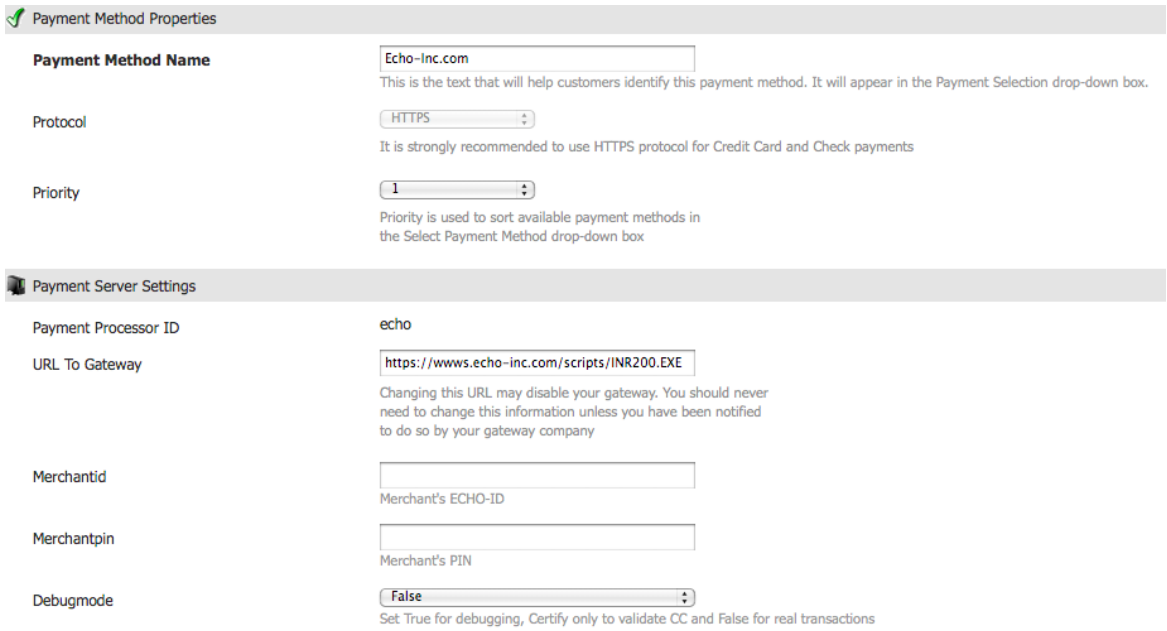
Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use Echo Inc.

Merchant ID - Your Echo merchant ID

Merchant PIN - Your Echo Merchant PIN

Debug Mode <Test Mode> - Certify puts it in test mode, and False sets it for real transactions

© 2010


Payment Method Properties
Payment Method Name
Echo-Inc.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
echo
URL To Gateway
https://wwws.echo-inc.com/scripts/INR200.EXE
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Merchantid
Merchant's ECHO-ID
Merchantpin
Merchant's PIN
Debugmode
False
Set True for debugging, Certify only to validate CC and False for real transactions

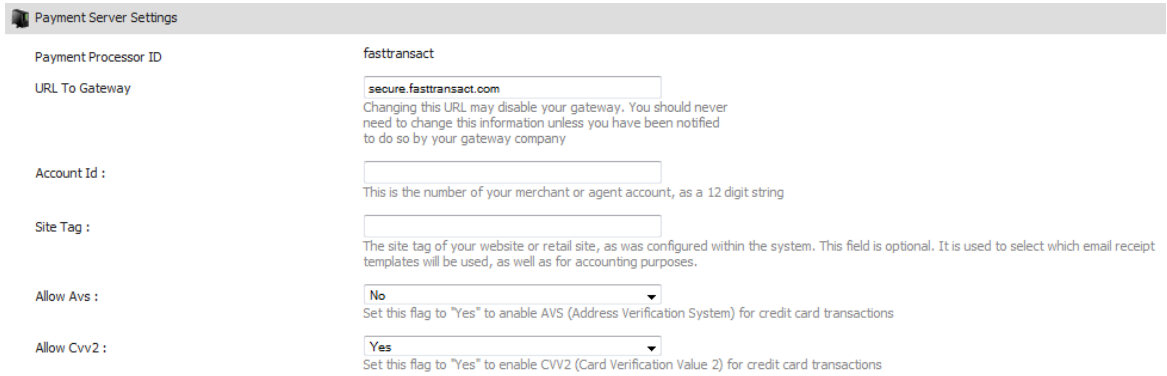
6.2.1.2.10 Setting up Frasttransact.com

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use FastTransact.com.

Enter in your merchant or agent account provided to you by FastTransact.com.

Select if you would like to enable the AVS (Address Verification System)

Select if you would like to enable the CVV2 (3-4 Digit Security Code)


Payment Server Settings
Payment Processor ID
fasttransact
URL To Gateway
secure.fasttransact.com
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Account Id :
This is the number of your merchant or agent account, as a 12 digit string
Site Tag :
The site tag of your website or retail site, as was configured within the system. This field is optional. It is used to select which email receipt templates will be used, as well as for accounting purposes.
Allow Avs :
No
Set this flag to "Yes" to anable AVS (Address Verification System) for credit card transactions
Allow Cvv2 :
Yes
Set this flag to "Yes" to enable CVV2 (Card Verification Value 2) for credit card transactions

© 2010

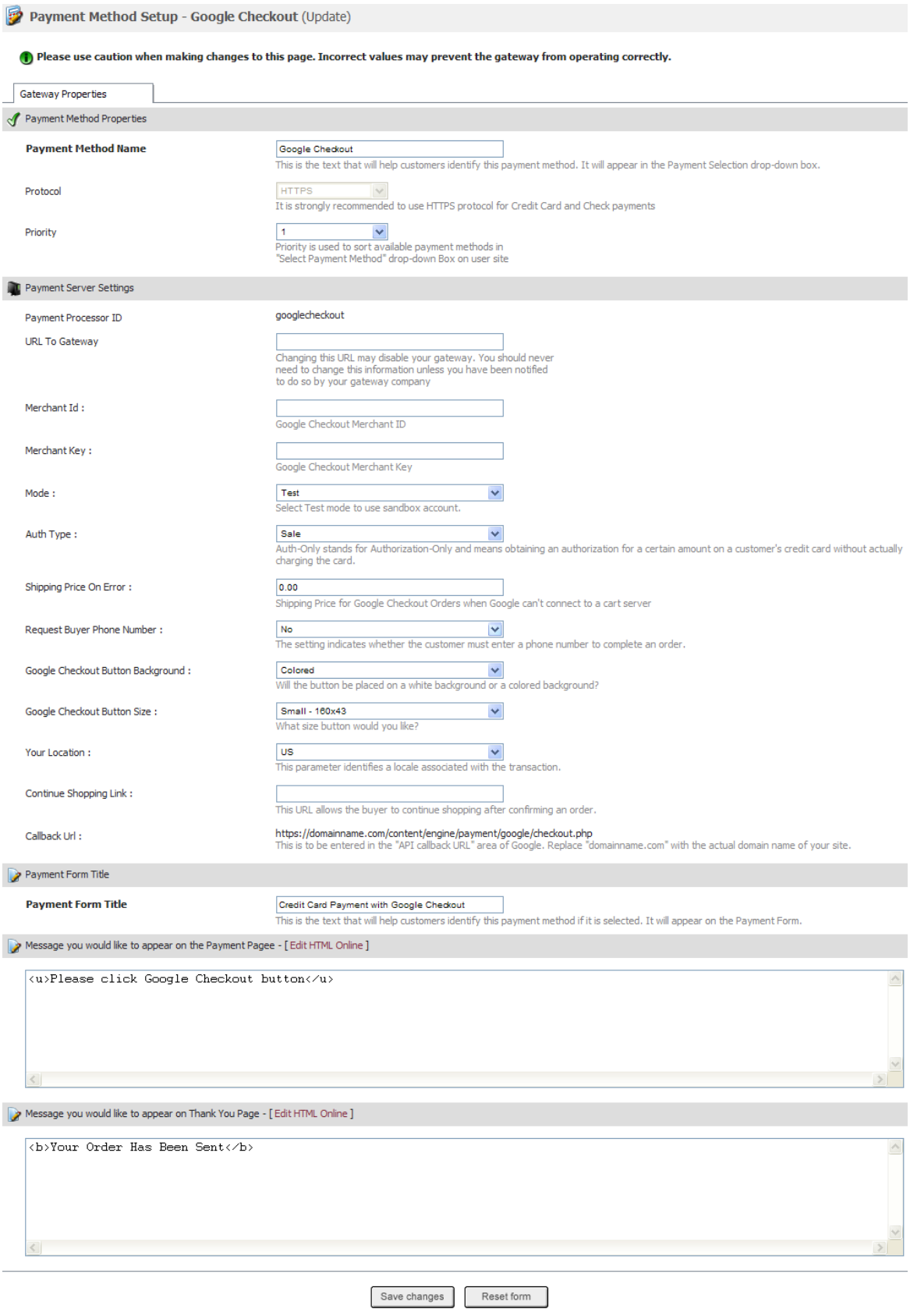
6.2.1.2.11 Setting Up Google Checkout

Google Checkout is a payment system that can be used in the cart to accept credit cards.

To register for an account, click here .

Once you have registered, you will need to activate Google Checkout in the admin area of the cart and enter in your account information.

© 2010



Payment Method Setup - Google Checkout (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name: Google Checkout
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol: HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority: 1
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

Payment Server Settings

Payment Processor ID: googlecheckout

URL To Gateway:
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Merchant Id :
Google Checkout Merchant ID

Merchant Key :
Google Checkout Merchant Key

Mode : Test
Select Test mode to use sandbox account.

Auth Type : Sale
Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actually charging the card.

Shipping Price On Error : 0.00
Shipping Price for Google Checkout Orders when Google can't connect to a cart server

Request Buyer Phone Number : No
The setting indicates whether the customer must enter a phone number to complete an order.

Google Checkout Button Background : Colored
Will the button be placed on a white background or a colored background?

Google Checkout Button Size : Small - 160x43
What size button would you like?

Your Location : US
This parameter identifies a locale associated with the transaction.

Continue Shopping Link :
This URL allows the buyer to continue shopping after confirming an order.

Callback Url : https://domainname.com/content/engine/payment/google/checkout.php
This is to be entered in the "API callback URL" area of Google. Replace "domainname.com" with the actual domain name of your site.

Payment Form Title

Payment Form Title: Credit Card Payment with Google Checkout
This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.

Message you would like to appear on the Payment Pagee - [Edit HTML Online]

```
<u>Please click Google Checkout button</u>
```

Message you would like to appear on Thank You Page - [Edit HTML Online]

```
<b>Your Order Has Been Sent</b>
```

Save changes | Reset form

© 2010

1. You do not need to modify the **'URL To Gateway'** or **'Checkout Button URL'** fields unless Google instructs you to do so.

2. You will want to use your **Google Checkout Vendor ID** and **Merchant Key** available from the Google Checkout API link.

3. Once you have input this information, you will need to set the **'Mode'** to either **'Test'** or **'Live'** depending on wether or not you want to test the gateway out live right away.

4. Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's account without actually charging the card and Sale means it will charge the account immediately.

5. This next area you can set the shipping price for Google Checkout Orders when Google can't connect to the cart server.

6. The Request Buyer Phone Number option is where you can indicate whether the customer must enter a phone number to complete an order.

7. Google Checkout Button Background section is to set the google checkout button to have a white background, or the same color background as the mycart box.

8. Google Checkout Button Size is the option where you can pick from 3 different sizes for the google checkout button.

9. The Your Location option allows you to set your carts location to be UK or US. This must be the same origin setting that you have for your google checkout account.

10. The Continue Shopping Link option is where you can set the "Continue Shopping" link on the google checkout server when a customer is done there. Most people just simply put there carts website address in that filed.

Make sure you have the call back url listed here into your settings over at google. <call them for instructions on where to put this.> <also note to replace domainname.com with your website domain name in this url when putting it into the google settings on the google server.>

6.2.1.2.12 Setting up HSBC

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use HSBC.

Hash Key - CPI Hash Key (sent by letter)

Storefront Id - The client ID or client alias of the Store.

Transaction Type - A Capture transaction verifies the cardholder's account to be in good standing, and automatically marks the funds ready for settlement. This is typically used for goods that do not need to be physically shipped (for example, software download). An Auth transaction places a reserve on the cardholders open-to-

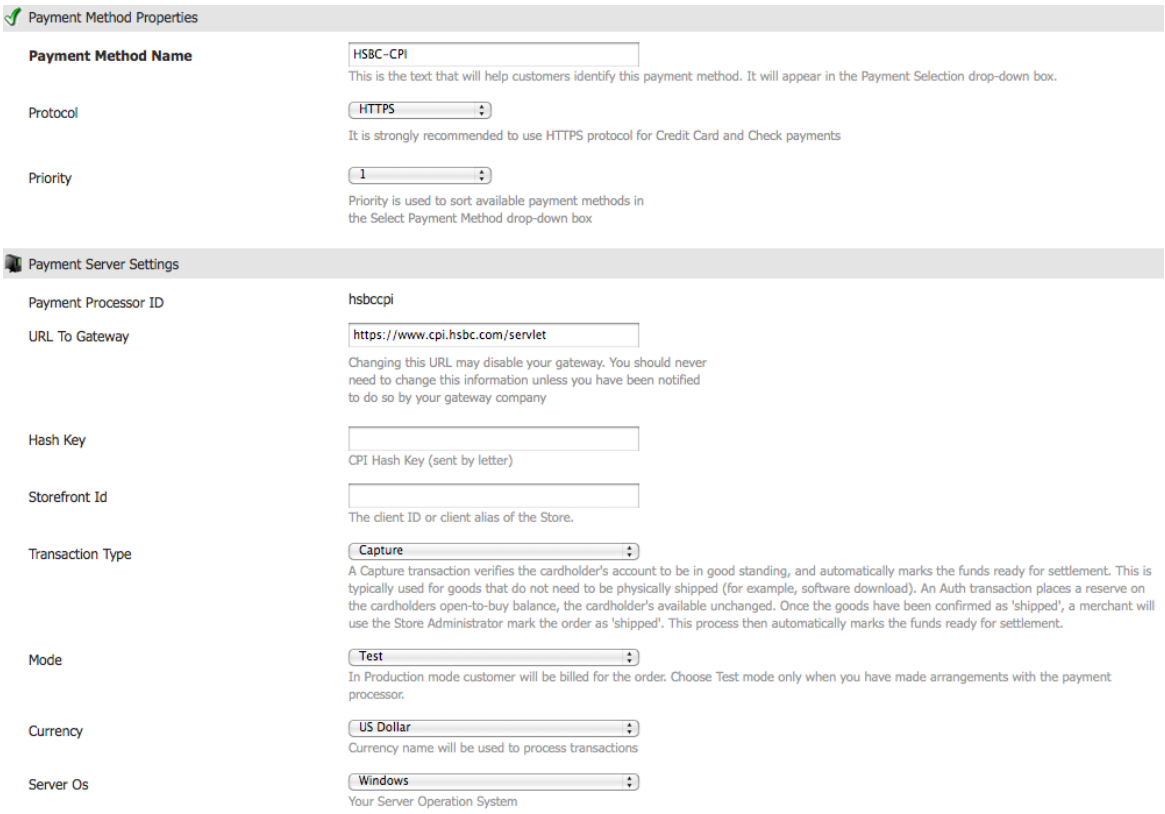
© 2010

buy balance, the cardholder's available unchanged. Once the goods have been confirmed as 'shipped', a merchant will use the Store Administrator mark the order as 'shipped'. This process then automatically marks the funds ready for settlement.

Mode - In Production mode customer will be billed for the order. Choose Test mode only when you have made arrangements with the payment processor.

Currency - Currency name will be used to process transactions

Server Os - Your Server Operation System


Payment Method Properties
Payment Method Name
HSBC-CPI
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
hsbccpi
URL To Gateway
https://www.cpi.hsbc.com/servlet
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Hash Key
CPI Hash Key (sent by letter)
Storefront Id
The client ID or client alias of the Store.
Transaction Type
Capture
A Capture transaction verifies the cardholder's account to be in good standing, and automatically marks the funds ready for settlement. This is typically used for goods that do not need to be physically shipped (for example, software download). An Auth transaction places a reserve on the cardholders open-to-buy balance, the cardholder's available unchanged. Once the goods have been confirmed as 'shipped', a merchant will use the Store Administrator mark the order as 'shipped'. This process then automatically marks the funds ready for settlement.
Mode
Test
In Production mode customer will be billed for the order. Choose Test mode only when you have made arrangements with the payment processor.
Currency
US Dollar
Currency name will be used to process transactions
Server Os
Windows
Your Server Operation System

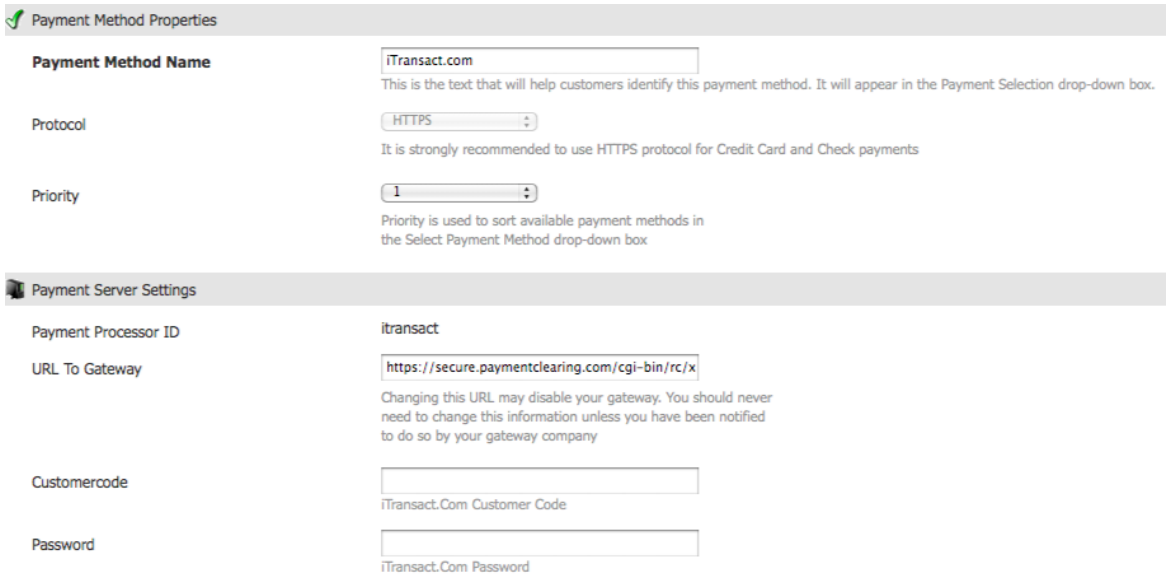
6.2.1.2.13 Setting up iTransact

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use iTransact.

Customercode - iTransact.Com Customer Code

© 2010

Password- iTransact.Com Password


Payment Method Properties
Payment Method Name
iTransact.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
itransact
URL To Gateway
https://secure.paymentclearing.com/cgi-bin/rc/x
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Customercode
iTransact.Com Customer Code
Password
iTransact.Com Password

6.2.1.2.14 Setting Up Linkpoint.com

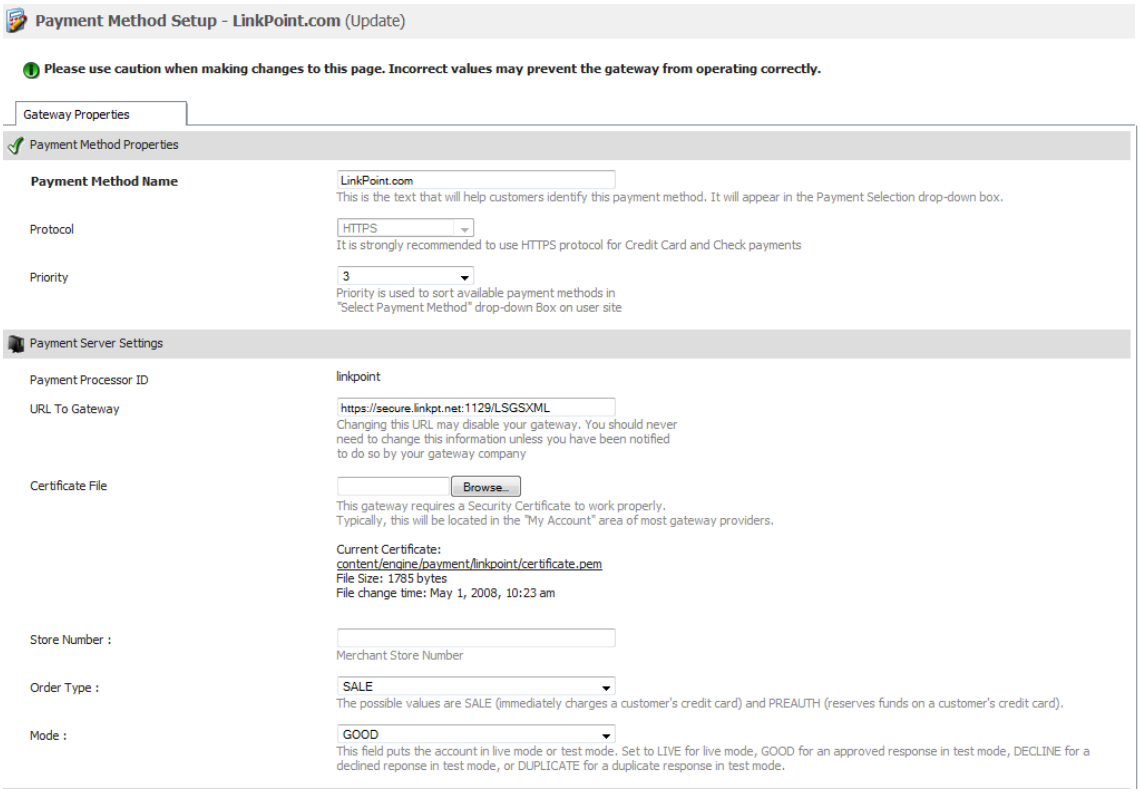
Important: The **LinkPoint.com** payment gateway requires a **digital certificate** to be uploaded to the cart for it to send and receive payment transaction data. This gateway will not work unless this certificate has been uploaded to the cart. When you activate this gateway you may notice a certificate is already present, this is simply an example certificate and it will need to be replaced with the certificate you receive from **LinkPoint.com**

The owner of the account should have received a welcome e-mail when the merchant account was opened. You must have a **LinkPoint API account** in order to receive this e-mail. If you lost this e-mail, you will have to call your merchant account provider to have the e-mail resent at 1-800 456-5989 x4100 (human interaction is a security requirement). At the very end of the message (embedded in the e-mail text) will be the digital certificate, which is your pem file. Follow the instructions given in the e-mail exactly to save the digital certificate into a file on your Web server with a .pem extension. Note the location (path) to the pem file.

content/engine/payment/linkpoint/certificate.pem

OR you can simply upload the certificate directly through the admin area within TurnKey Commerce.

© 2010


Payment Method Setup - LinkPoint.com (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
LinkPoint.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
3
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings
Payment Processor ID
linkpoint
URL To Gateway
https://secure.linkpt.net:1129/LSGSXML
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Certificate File
Browse...
This gateway requires a Security Certificate to work properly.
Typically, this will be located in the "My Account" area of most gateway providers.
Current Certificate:
content/engine/payment/linkpoint/certificate.pem
File Size: 1785 bytes
File change time: May 1, 2008, 10:23 am
Store Number :
Merchant Store Number
Order Type :
SALE
The possible values are SALE (immediately charges a customer's credit card) and PREAUTH (reserves funds on a customer's credit card).
Mode :
GOOD
This field puts the account in live mode or test mode. Set to LIVE for live mode, GOOD for an approved response in test mode, DECLINE for a declined reponse in test mode, or DUPLICATE for a duplicate response in test mode.

Additionally, you will need to set the protocol to **HTTPS** and have a SSL set up in Global Site Settings 124 to use **Linkpoint.com.**

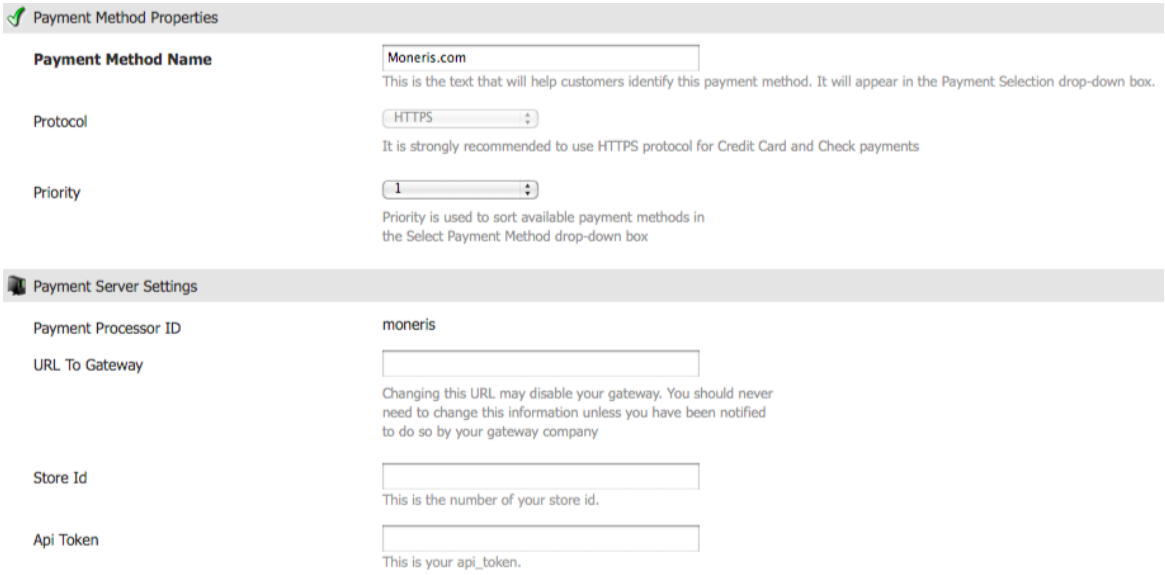
6.2.1.2.15 Setting up Moneris

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use Moneris.

Store Id - This is the number of your store id.

Api Token - This is your api_token.

© 2010


Payment Method Properties
Payment Method Name
Moneris.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
moneris
URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Store Id
This is the number of your store id.
Api Token
This is your api_token.

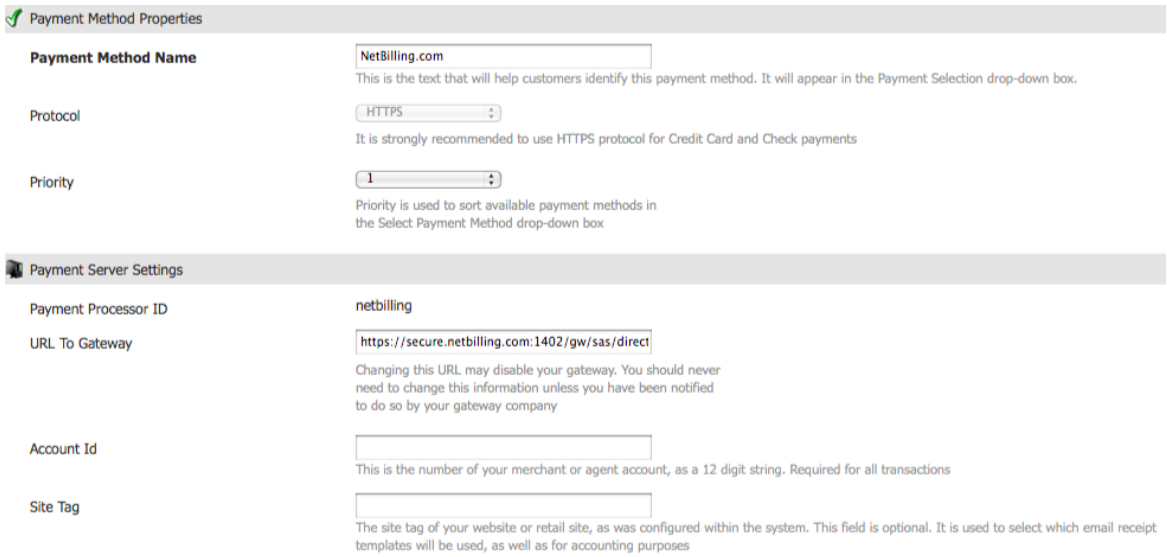
6.2.1.2.16 Setting up NetBilling

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use Net Billing

Account Id - This is the number of your merchant or agent account, as a 12 digit string. Required for all transactions

Site Tag - The site tag of your website or retail site, as was configured within the system. This field is optional. It is used to select which email receipt templates will be used, as well as for accounting purposes

© 2010

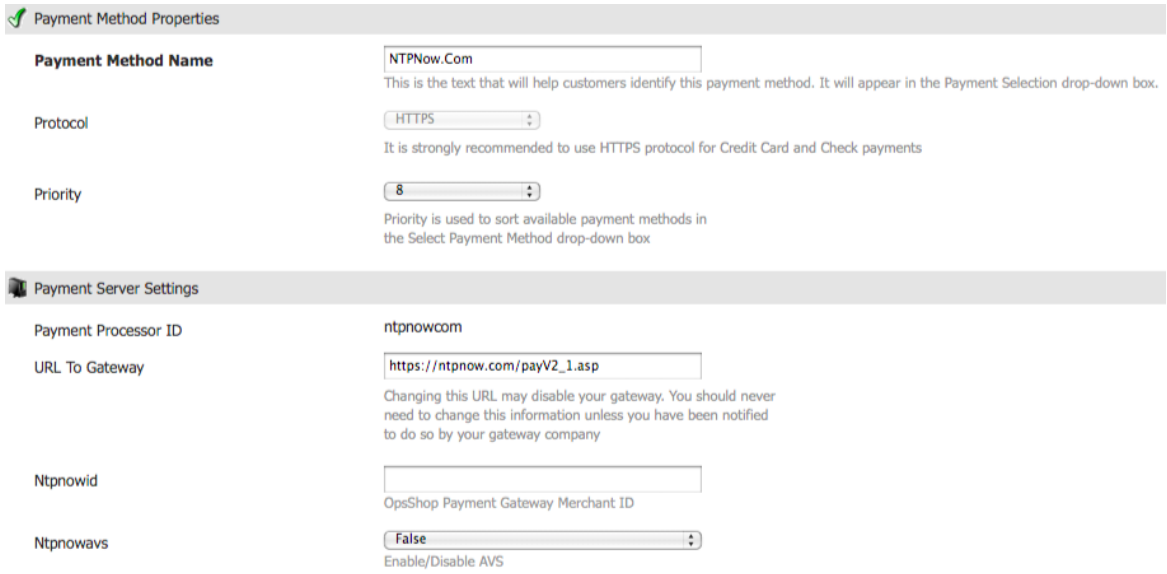

Payment Method Properties
Payment Method Name
NetBilling.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
netbilling
URL To Gateway
https://secure.netbilling.com:1402/gw/sas/direct
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Account Id
This is the number of your merchant or agent account, as a 12 digit string. Required for all transactions
Site Tag
The site tag of your website or retail site, as was configured within the system. This field is optional. It is used to select which email receipt templates will be used, as well as for accounting purposes

6.2.1.2.17 Setting up NTPNow

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use NTP Now.

Ntpnowid - OpsShop Payment Gateway Merchant ID

Ntpnowavs - Enable/Disable AVS


Payment Method Properties
Payment Method Name
NTPNow.Com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
8
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
ntpnowcom
URL To Gateway
https://ntpnow.com/payV2_1.asp
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Ntpnowid
OpsShop Payment Gateway Merchant ID
Ntpnowavs
False
Enable/Disable AVS

© 2010

6.2.1.2.18 Setting up Payjunction

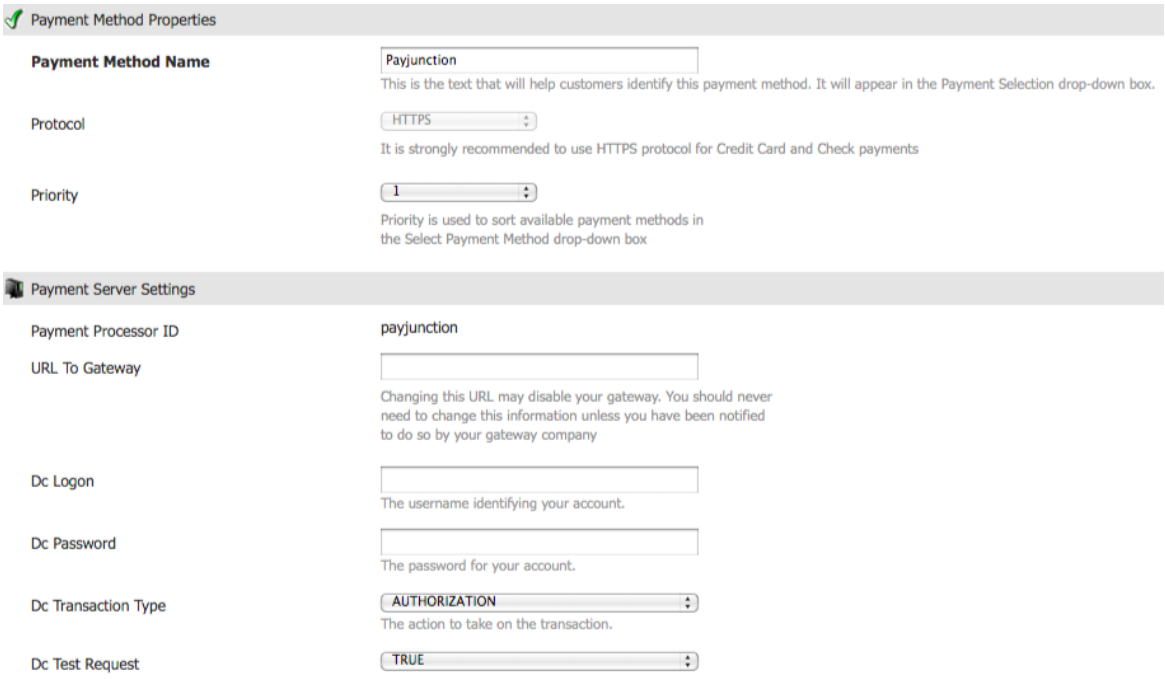
Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use PayJunction.

Dc Logon - The username identifying your account.

Dc Password - The password for your account.

Dc Transaction Type - The action to take on the transaction.

Dc Test Request


Payment Method Properties
Payment Method Name
Payjunction
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
payjunction
URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Dc Logon
The username identifying your account.
Dc Password
The password for your account.
Dc Transaction Type
AUTHORIZATION
The action to take on the transaction.
Dc Test Request
TRUE

6.2.1.2.19 Setting up Protx

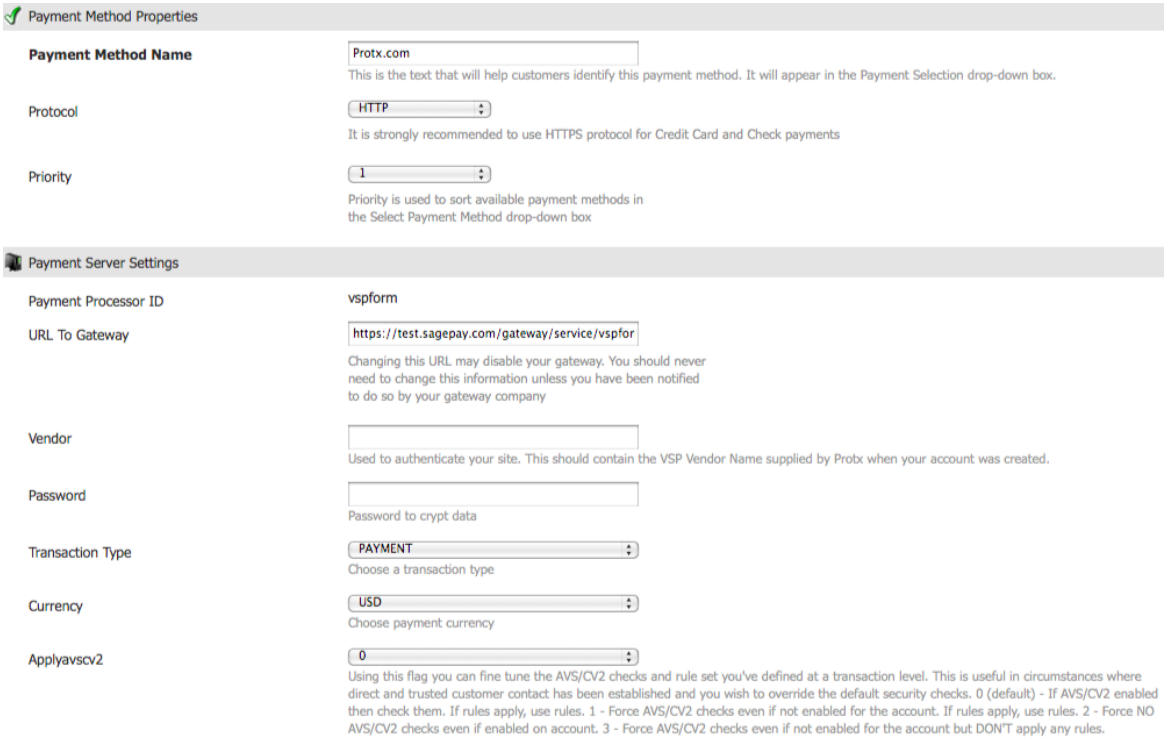
Vendor - Used to authenticate your site. This should contain the VSP Vendor Name supplied by Protx when your account was created.

Password - Password to crypt data

Transaction Type - Choose a transaction type

Currency - Choose payment currency

Applyavscv2 - Using this flag you can fine tune the AVS/CV2 checks and rule set you've defined at a transaction level. This is useful in circumstances where direct and trusted customer contact has been established and you wish to override the default security checks. 0 (default) - If AVS/CV2 enabled then check them. If rules apply, use rules. 1 - Force AVS/CV2 checks even if not enabled for the account. If rules apply, use rules. 2 - Force NO AVS/CV2 checks even if enabled on account. 3 - Force AVS/CV2 checks even if not enabled for the account but DON'T apply any rules.


Payment Method Properties
Payment Method Name
Protx.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTP
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
vspform
URL To Gateway
https://test.sagepay.com/gateway/service/vspfor
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Vendor
Used to authenticate your site. This should contain the VSP Vendor Name supplied by Protx when your account was created.
Password
Password to crypt data
Transaction Type
PAYMENT
Choose a transaction type
Currency
USD
Choose payment currency
Applyavscv2
0
Using this flag you can fine tune the AVS/CV2 checks and rule set you've defined at a transaction level. This is useful in circumstances where direct and trusted customer contact has been established and you wish to override the default security checks. 0 (default) - If AVS/CV2 enabled then check them. If rules apply, use rules. 1 - Force AVS/CV2 checks even if not enabled for the account. If rules apply, use rules. 2 - Force NO AVS/CV2 checks even if enabled on account. 3 - Force AVS/CV2 checks even if not enabled for the account but DON'T apply any rules.

6.2.1.2.20 Setting up PSI Gate

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use PSI Gate.

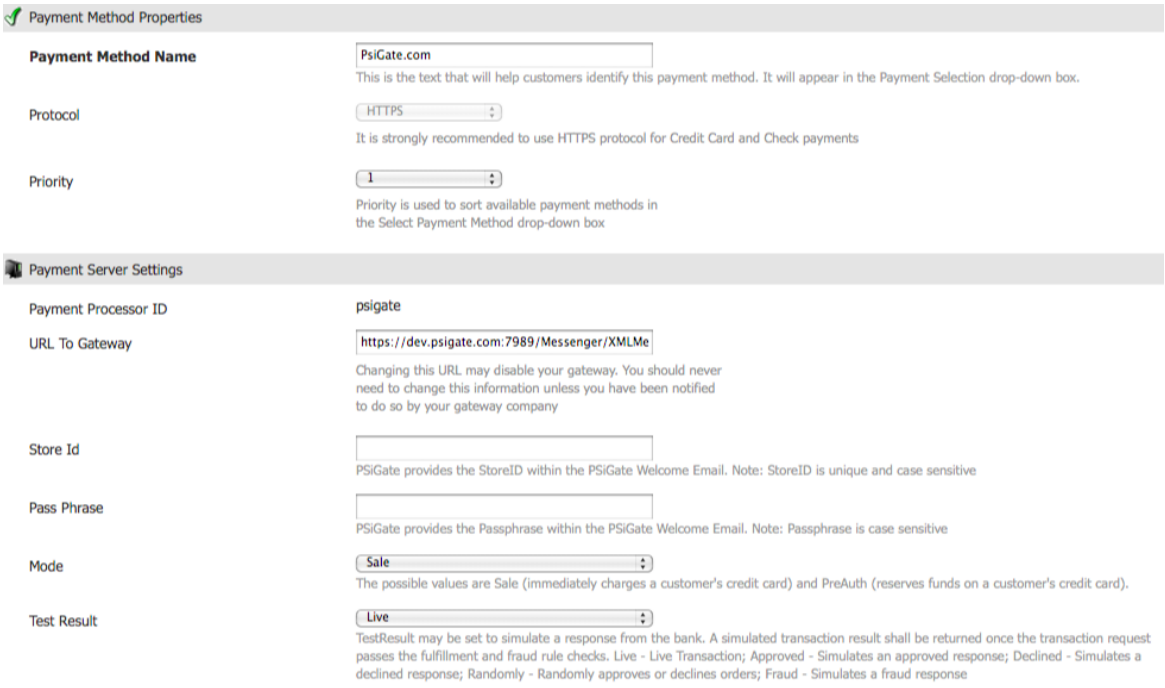
Store Id - PSiGate provides the StoreID within the PSiGate Welcome Email. Note: StoreID is unique and case sensitive

Pass Phrase - PSiGate provides the Passphrase within the PSiGate Welcome Email. Note: Passphrase is case sensitive

© 2010

Mode - The possible values are Sale (immediately charges a customer's credit card) and PreAuth (reserves funds on a customer's credit card).

Test Result - TestResult may be set to simulate a response from the bank. A simulated transaction result shall be returned once the transaction request passes the fulfillment and fraud rule checks. Live - Live Transaction; Approved - Simulates an approved response; Declined - Simulates a declined response; Randomly - Randomly approves or declines orders; Fraud - Simulates a fraud response


Payment Method Properties
Payment Method Name
PsiGate.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
psigate
URL To Gateway
https://dev.psigate.com:7989/Messenger/XMLMe
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Store Id
PSiGate provides the StoreID within the PSiGate Welcome Email. Note: StoreID is unique and case sensitive
Pass Phrase
PSiGate provides the Passphrase within the PSiGate Welcome Email. Note: Passphrase is case sensitive
Mode
Sale
The possible values are Sale (immediately charges a customer's credit card) and PreAuth (reserves funds on a customer's credit card).
Test Result
Live
TestResult may be set to simulate a response from the bank. A simulated transaction result shall be returned once the transaction request passes the fulfillment and fraud rule checks. Live - Live Transaction; Approved - Simulates an approved response; Declined - Simulates a declined response; Randomly - Randomly approves or declines orders; Fraud - Simulates a fraud response

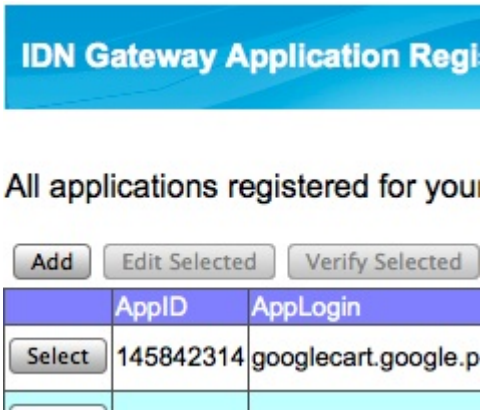
6.2.1.2.21 Setting up Quickbooks Merchant Sevices

The steps below will get you all the information you need to setup for the Quickbooks Merchant Services Gateway.

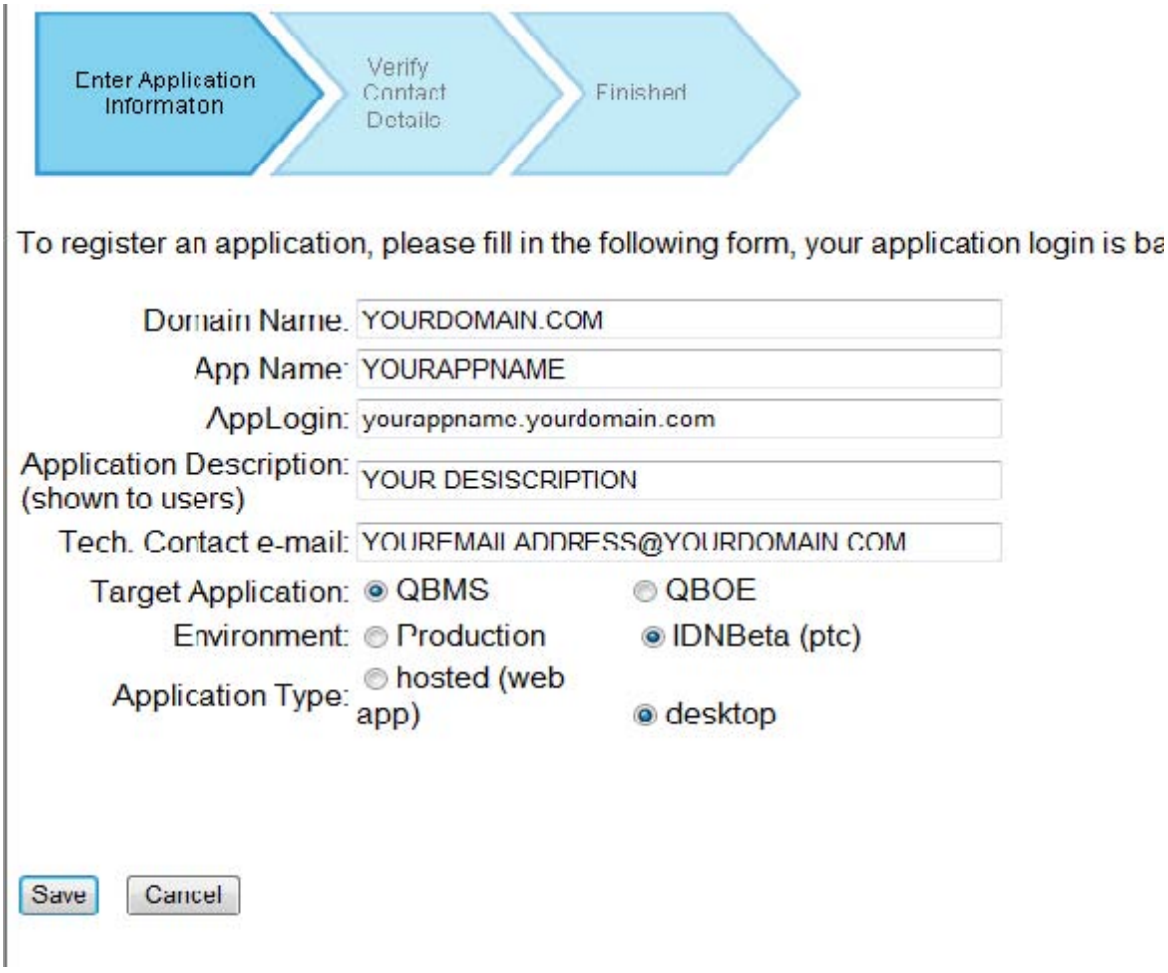
1. Getting your AppID

We need to generate an application ID, all QBMS applications are required to register with intuit IDN you will need to sign up for the IDN account if you have not already, this is free.

a. Log in to the Web site at appreg.intuit.com (there is a register link there as well). You should see this screen below.



b. Click the "ADD Button"



Note the radio buttons, If you are wanting to "TEST" it make sure your

© 2010

selecting IDN, or if you want to go live with it, select production.

c. That will bring up this form, Fill it out with the what it requests using what is explained below.

1. Application Type is where you select your Security model, you will want to select the Desktop option as shown in the above screenshot.

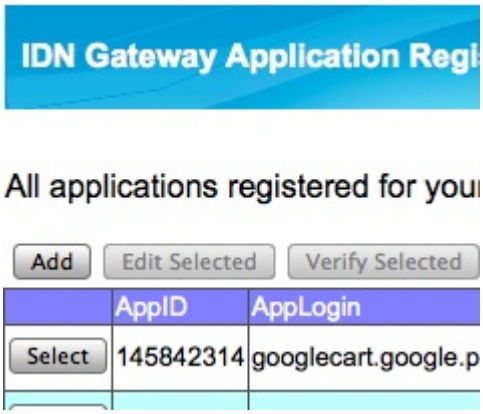
2. Make sure you have access to the email you put in the contact email box

d. After you click save you will be taken to this screen:

Enter Application Information
Verify Contact Details
Finished
Your Application (qbms.srconservation.com) has been recorded successfully and an e-mail has been sent to the technical contact address (m_pope@speedreadtech.com) you provided. Please enter the verification code we sent you into the field below to complete the application registration process.
Enter verification code:
Verify
If you did not receive the e-mail, you may request a resend
Resend Verification

e. Enter the Code sent to you by email, and click verify, you should be back to where you started

© 2010



f. Write down the "AppID" and "AppLogin" as you will need it when you configure the module

g. Follow the Prompts.

2. Now we get in to the area that most people are confused over, Generating a connection Ticket. It is actually pretty easy once you understand the process, to generate the Connection Ticket, you need the login info for the Merchant account, either PTC or Production,

For PTC (testing) follow this URL

https://merchantaccount.ptc.quickbooks.com/j/sdkconnection/connectionList?appid=YOURAPPID

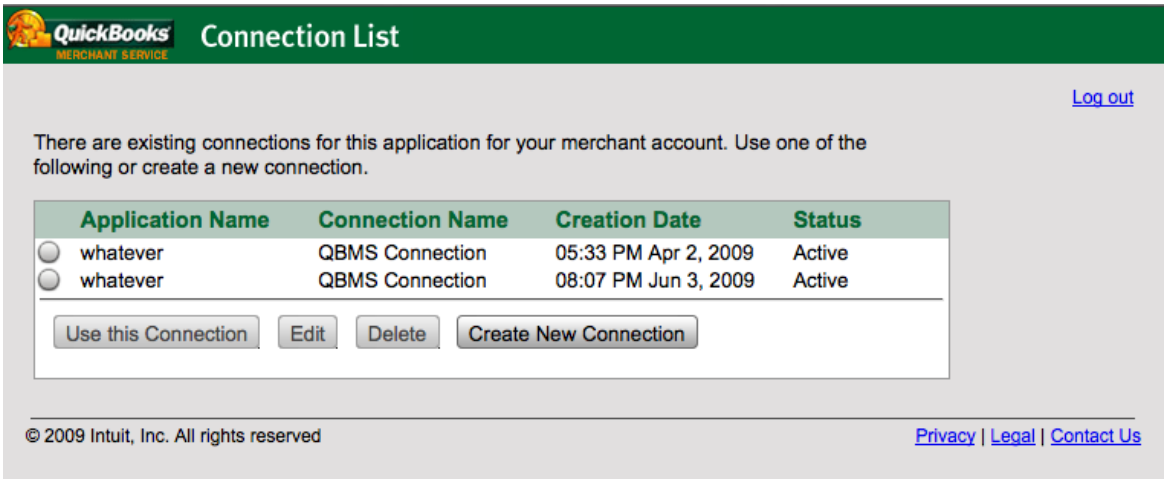
for Production

https://merchantaccount.quickbooks.com/j/sdkconnection/connectionList?appid=YOURAPPID

Where "YOURAPPID" place your application id.

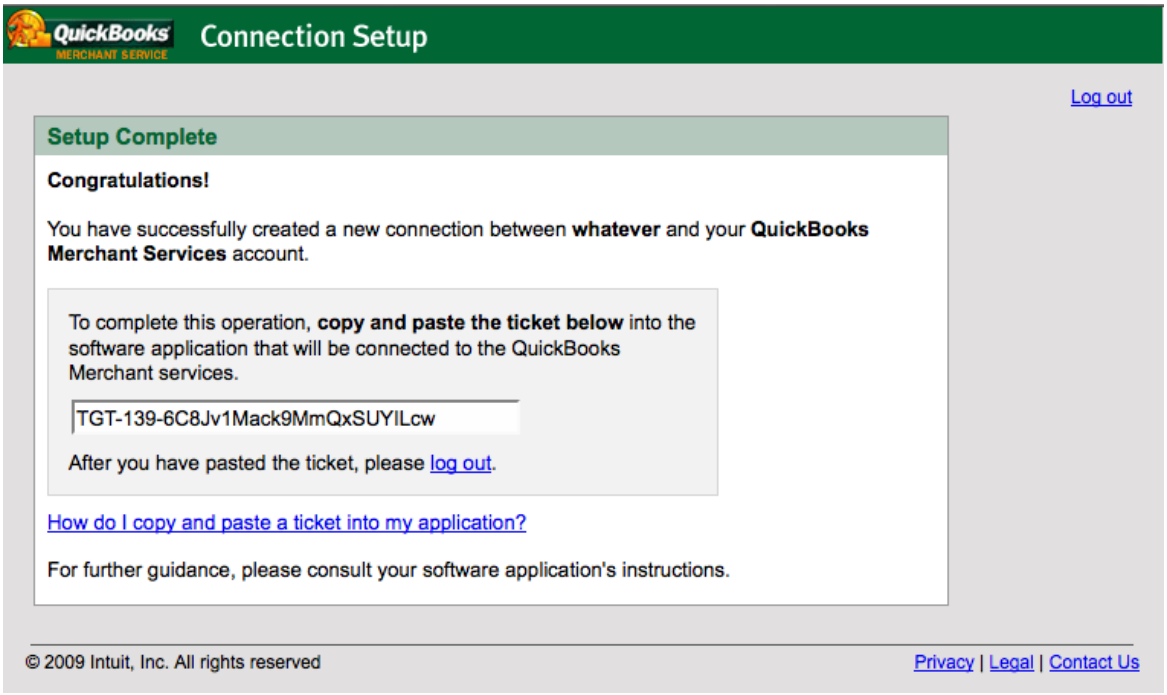
You will be asked to log in to your merchant account, once you log on you will see the image below.

© 2010



3. Click the "Create New Connection" Button

Now you should be at this page and your connection ticket will be displayed

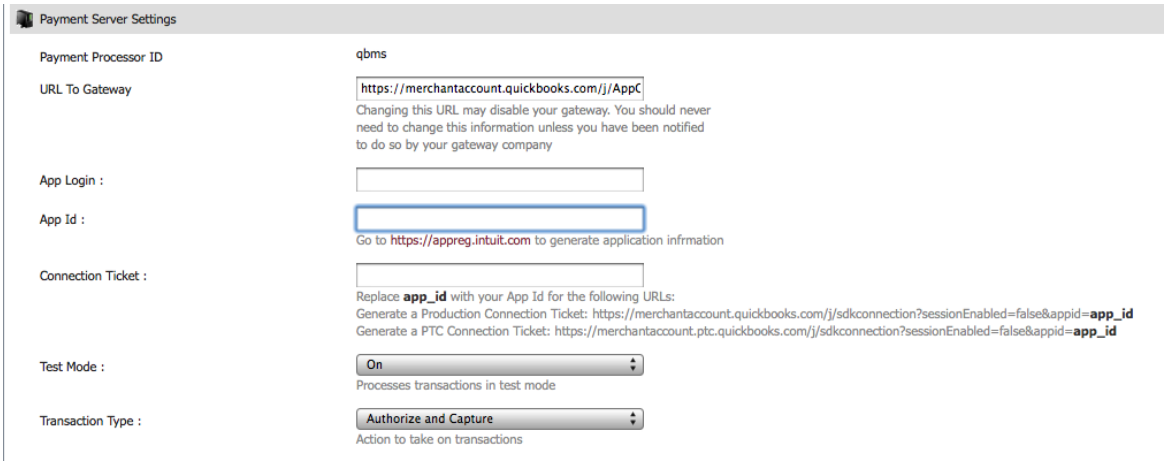

QuickBooks MERCHANT SERVICE
Connection Setup
Log out
Setup Complete
Congratulations!
You have successfully created a new connection between whatever and your QuickBooks Merchant Services account.
To complete this operation, copy and paste the ticket below into the software application that will be connected to the QuickBooks Merchant services.
TGT-139-6C8Jv1Mack9MmQxSUYILcw
After you have pasted the ticket, please log out.
How do I copy and paste a ticket into my application?
For further guidance, please consult your software application's instructions.
© 2009 Intuit, Inc. All rights reserved
Privacy | Legal | Contact Us

Write down the Connection Ticket.

Ok

We have finally completed all of the steps and have gotten all of the info we need to configure the QBMS module, so log back in to your carts admin area and go to Cart Settings -> Payment Methods

You will than see the screen below which you will fill in the information you collected from the above steps.


Payment Server Settings
Payment Processor ID
qbms
URL To Gateway
https://merchantaccount.quickbooks.com/j/AppC
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
App Login :
App Id :
Go to https://appreg.intuit.com to generate application infrmation
Connection Ticket :
Replace app_id with your App Id for the following URLs:
Generate a Production Connection Ticket: https://merchantaccount.quickbooks.com/j/sdkconnection?sessionEnabled=false&appid=app_id
Generate a PTC Connection Ticket: https://merchantaccount.ptc.quickbooks.com/j/sdkconnection?sessionEnabled=false&appid=app_id
Test Mode :
On
Processes transactions in test mode
Transaction Type :
Authorize and Capture
Action to take on transactions

6.2.1.2.22 Setting up Secure Host

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use Secure Host.

Test Mode - Processes transactions in test mode

Gateway Configuration - Please choose the configuration for the gateway

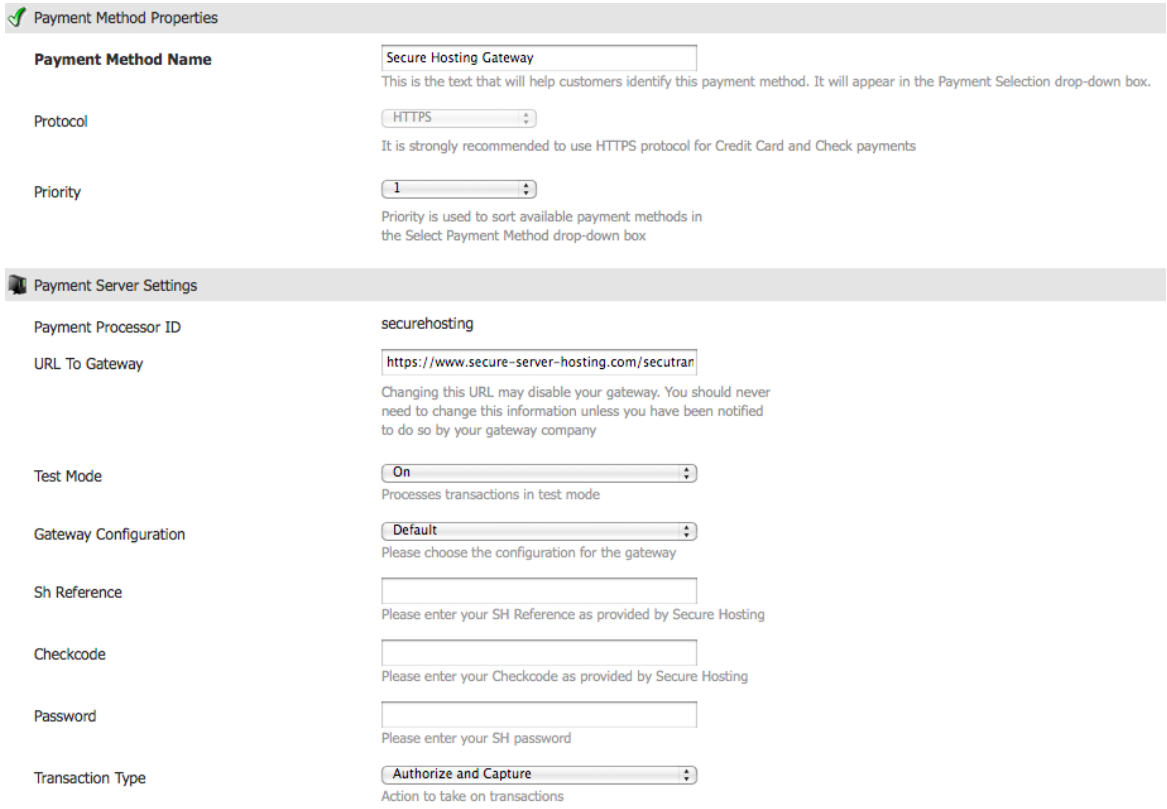
Sh Reference - Please enter your SH Reference as provided by Secure Hosting

Checkcode - Please enter your Checkcode as provided by Secure Hosting

Password - Please enter your SH password

Transaction Type - Action to take on transactions

© 2010


Payment Method Properties
Payment Method Name
Secure Hosting Gateway
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
securehosting
URL To Gateway
https://www.secure-server-hosting.com/secutran
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Test Mode
On
Processes transactions in test mode
Gateway Configuration
Default
Please choose the configuration for the gateway
Sh Reference
Please enter your SH Reference as provided by Secure Hosting
Checkcode
Please enter your Checkcode as provided by Secure Hosting
Password
Please enter your SH password
Transaction Type
Authorize and Capture
Action to take on transactions

6.2.1.2.23 Setting up Secure Trading Pages

Test Mode - Processes transactions in test mode

Merchant Site Reference - Please enter the Merchant Site Reference as provided by Secure Trading

Password - Please enter your Secure Trading password

Merchant Email Address - Action to take on transactions

Customer Email - Send the customer an email?

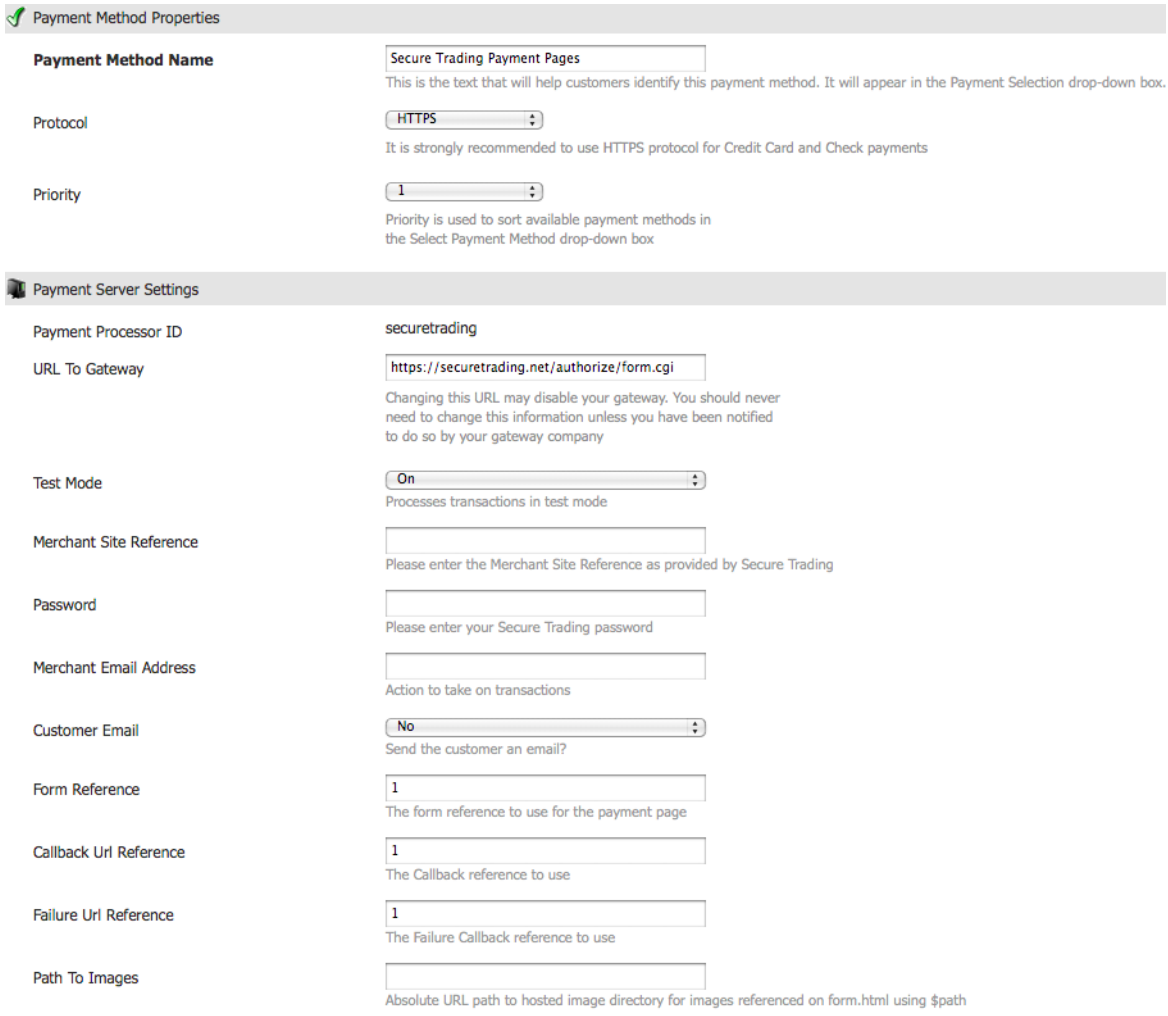
Form Reference - The form reference to use for the payment page

Callback Url Reference - The Callback reference to use

© 2010

Failure Url Reference - The Failure Callback reference to use

Path To Images - Absolute URL path to hosted image directory for images referenced on form.html using $path


Payment Method Properties
Payment Method Name
Secure Trading Payment Pages
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
securetrading
URL To Gateway
https://securetrading.net/authorize/form.cgi
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Test Mode
On
Processes transactions in test mode
Merchant Site Reference
Please enter the Merchant Site Reference as provided by Secure Trading
Password
Please enter your Secure Trading password
Merchant Email Address
Action to take on transactions
Customer Email
No
Send the customer an email?
Form Reference
1
The form reference to use for the payment page
Callback Url Reference
1
The Callback reference to use
Failure Url Reference
1
The Failure Callback reference to use
Path To Images
Absolute URL path to hosted image directory for images referenced on form.html using $path

6.2.1.2.24 Setting up Shift4

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use Secure Host.

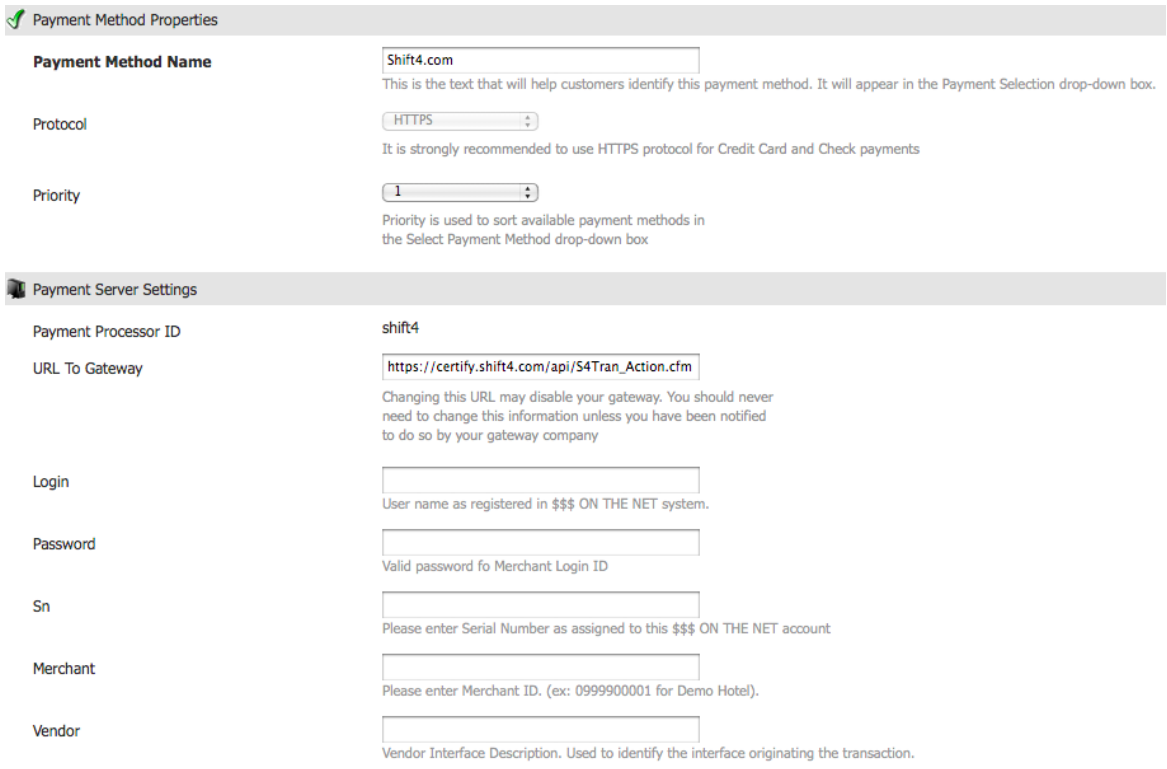
Login - User name as registered in $$$ ON THE NET system.

© 2010

Password - Valid password fo Merchant Login ID

Sn - Please enter Merchant ID. (ex: 0999900001 for Demo Hotel).

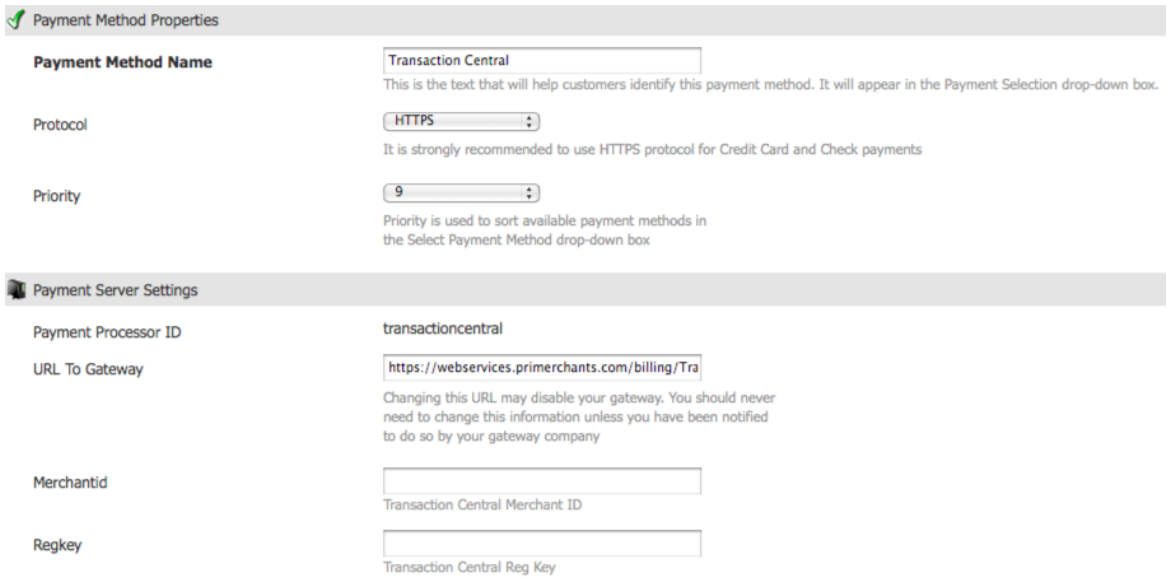
Vendor - Vendor Interface Description. Used to identify the interface originating the transaction.


Payment Method Properties
Payment Method Name
Shift4.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
shift4
URL To Gateway
https://certify.shift4.com/api/S4Tran_Action.cfm
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Login
User name as registered in $$$ ON THE NET system.
Password
Valid password fo Merchant Login ID
Sn
Please enter Serial Number as assigned to this $$$ ON THE NET account
Merchant
Please enter Merchant ID. (ex: 0999900001 for Demo Hotel).
Vendor
Vendor Interface Description. Used to identify the interface originating the transaction.

6.2.1.2.25 Setting up Transaction Central

Merchantid - Transaction Central Merchant ID

Regkey - Transaction Central Reg Key


Payment Method Properties
Payment Method Name
Transaction Central
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
9
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
transactioncentral
URL To Gateway
https://webservices.primerchants.com/billing/Tra
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Merchantid
Transaction Central Merchant ID
Regkey
Transaction Central Reg Key

6.2.1.2.26 Setting up USA Epay

Set the Protocol to HTTPS and have a SSL set up in Global Site Settings to use Secure Host.

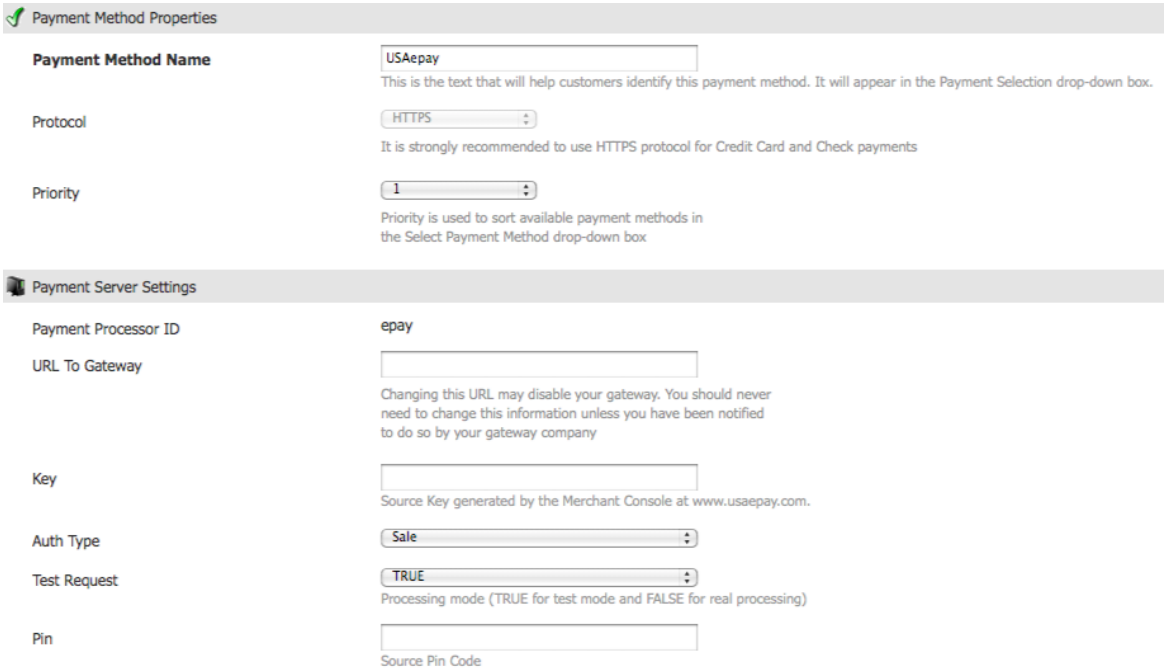
Key - Source Key generated by the Merchant Console at www.usaepay.com.

Auth Type - Here you set weather the customer gets charged right away <sale>, or <Auth Only> where it gets an authorization and then when you process the order you do the charge.

Test Request - Processing mode (TRUE for test mode and FALSE for real processing)

Pin - Source Pin Code

© 2010


Payment Method Properties
Payment Method Name
USAepay
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
1
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Server Settings
Payment Processor ID
epay
URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Key
Source Key generated by the Merchant Console at www.usaepay.com.
Auth Type
Sale
Test Request
TRUE
Processing mode (TRUE for test mode and FALSE for real processing)
Pin
Source Pin Code

6.2.1.2.27 Setting Up WorldPay.com

1. Go to **WorldPay.com** and sign-up.

2. Once you receive an e-mail confirming you are approved on their system. In this e-mail will be your **Installation ID**, **Username** and Password. Login to your WorldPay account.

3. In the admin area of WorldPay you will see "Installations for xxxxx", in that table will be your Installation ID. Across from your Installation ID you will see a link for Configuration Options, click that link.

4. Enter the following information:

- In Your website URL for activation – Enter the URL to your site.
- In Callback URL – Enter <WPDISPLAY ITEM=MC_callback>
- Activate Call Back URL

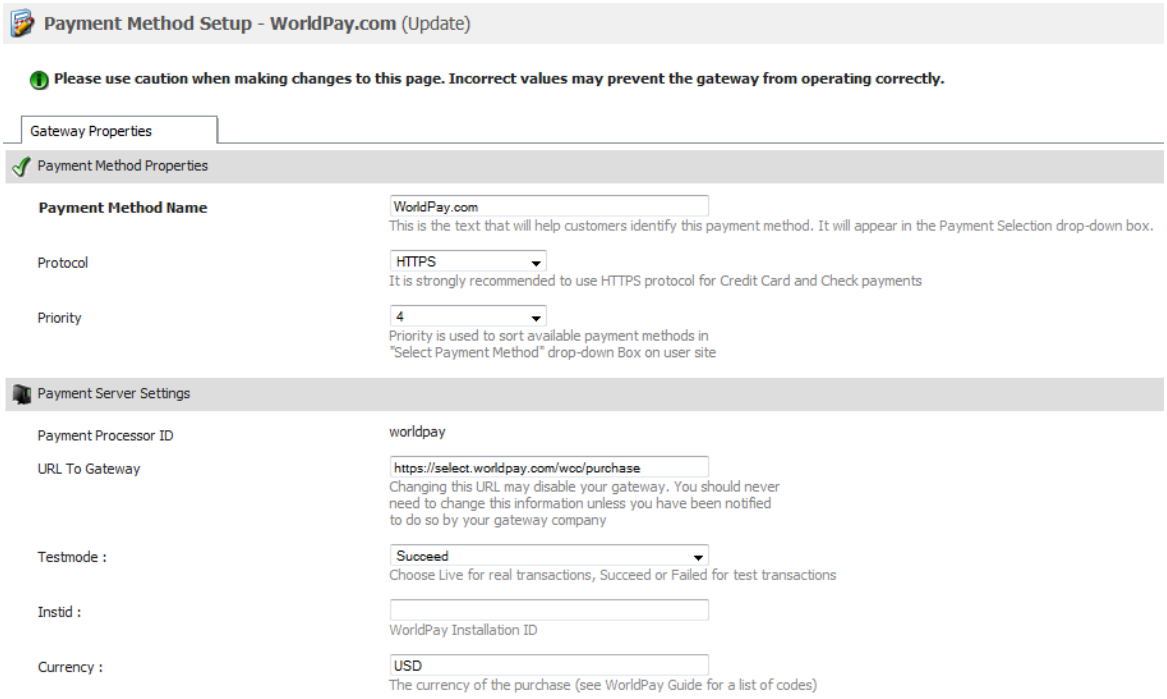
Save your changes

5. Next login to your TurnKey Commerce administration area and go to Payment Methods 157 located under Cart Settings.

6. Activate the WorldPay payment method

7. On the WorldPay Payment screen, do the following

© 2010


Payment Method Setup - WorldPay.com (Update)
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties
Payment Method Properties
Payment Method Name
WorldPay.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
4
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings
Payment Processor ID
worldpay
URL To Gateway
https://select.worldpay.com/wcc/purchase
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Testmode :
Succeed
Choose Live for real transactions, Succeed or Failed for test transactions
Instid :
WorldPay Installation ID
Currency :
USD
The currency of the purchase (see WorldPay Guide for a list of codes)

a. Set the Protocol to HTTP

b. Enter in the URL to the WorldPay Gateway. (default is https://select.worldpay.com/wcc/purchase)

c. Enter your **WorldPay Installation ID** in the blank labeled Instid.

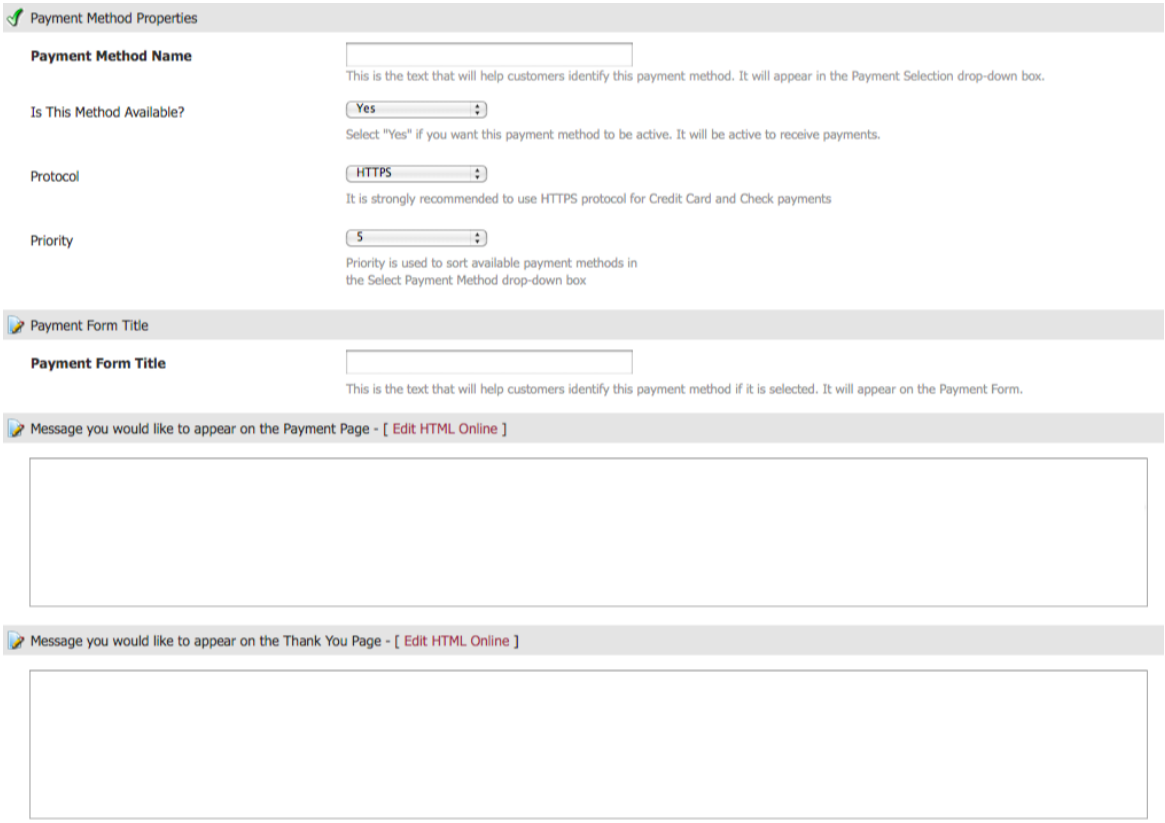
d. You can set the account to test mode is you like. Just be sure to set it to live for real transactions.

8. Save your changes.

6.2.1.3 Setting up a Custom Gateway

Enter topic text here.

© 2010

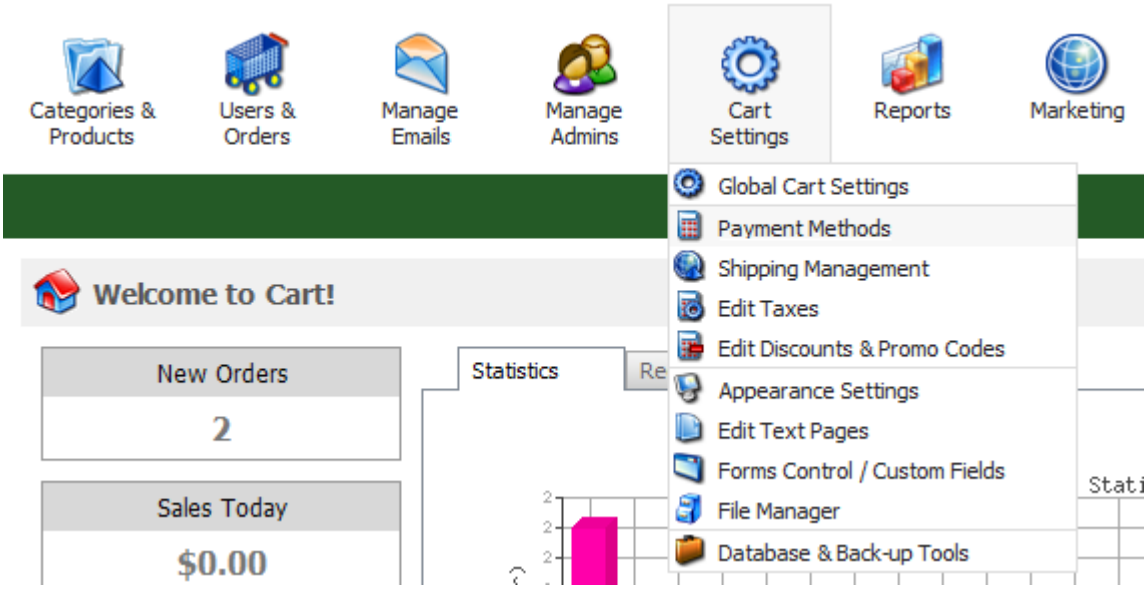

Payment Method Properties
Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Is This Method Available?
Yes
Select "Yes" if you want this payment method to be active. It will be active to receive payments.
Protocol
HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority
5
Priority is used to sort available payment methods in the Select Payment Method drop-down box
Payment Form Title
Payment Form Title
This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.
Message you would like to appear on the Payment Page - [Edit HTML Online]
Message you would like to appear on the Thank You Page - [Edit HTML Online]

6.2.2 Editing Active Payment Gateways

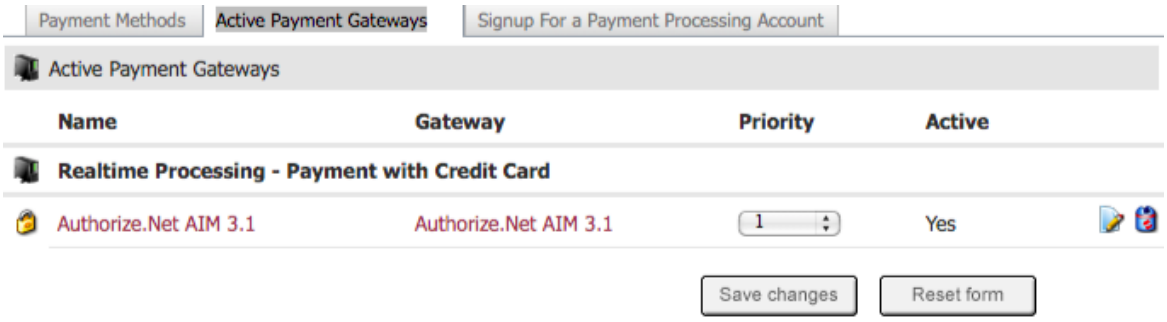
To edit an active payment gateway Follow the steps as listed below.

1. Click **Payment Methods**, as shown in the figure below.

© 2010



2. Click **Active Payment Gateways** as shown in the figure below.

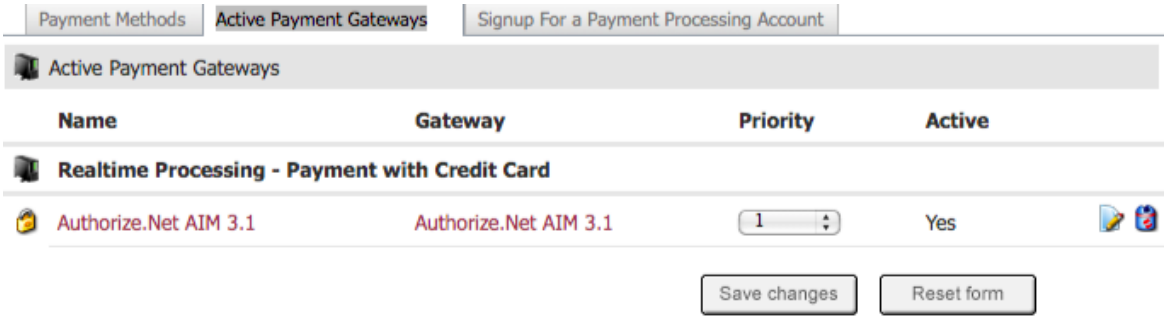


3. Click on the to edit the payment gateway page to make your edits.

6.2.3 Disable Payment Methods

To **disable any payment method**, follow the steps:

1. Open the **Active Payment Gateways** page as shown in the figure below.



2. Click **Disable Realtime Payment Method** icon in **Realtime Processing - Payment with Credit Card** for the realtime payment method you want to

© 2010

remove.

A pop up appears asking for confirmation, as shown in the Figure 6-20-1 below.

Figure 6-20-1: Disable Confirmation

3. Confirm deletion process, by clicking **OK** button.

6.3 Shipping Management

This section allows you to control the shipping settings and methods for the cart. You can choose not to have the cart calculate shipping, use UPS and USPS realtime shipping calculations or set up a custom shipping method to fulfill the needs.

To **manage the shipping settings of the cart**, follow the steps:

1. Click **Shipping Management**, as shown in the Figure 6-24-1 below.

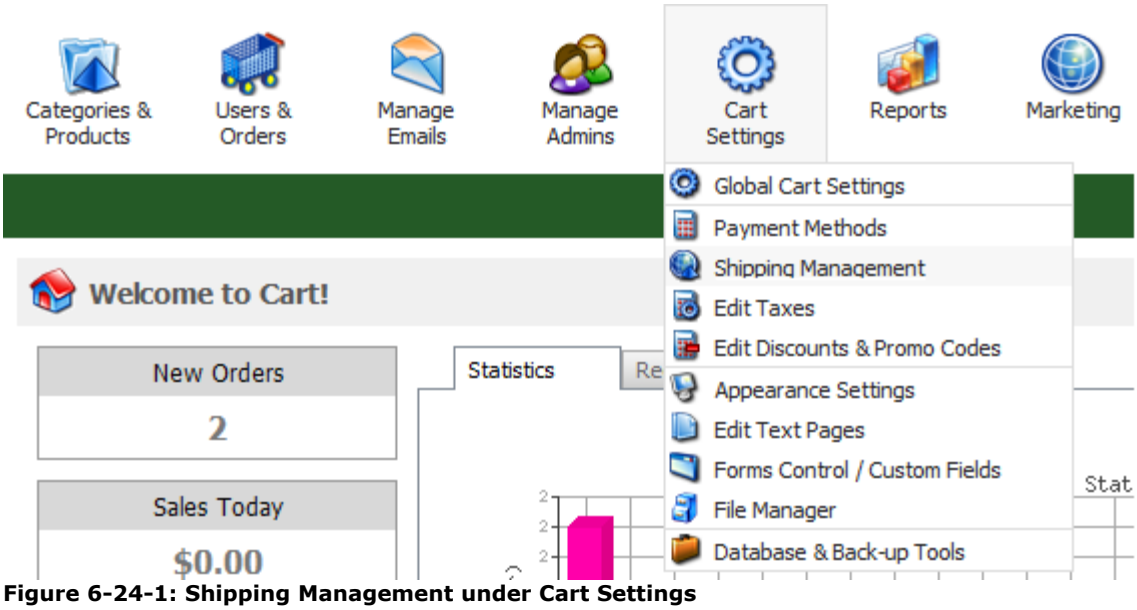


Figure 6-24-1: Shipping Management under Cart Settings

Shipping Management page will open under **Shipping Settings** tab.

Note: You can also open the **Shipping Management** page directly under **Shipping Settings** tab by clicking on **Shipping Management** link in the Admin Area Home page 9.

© 2010

2. **Enable/Disable Shipping Calculation:** Enter the following information:
   a. **Enable Shipping:** Select **Yes** from the drop down menu to enable shipping charges and **No** to disable shipping charges completely. By default, it is **Yes**.
   b. **Display Shipping Prices:** Select **Yes** from the drop down menu to display shipping prices on shipping methods page. Selecting **No** won't display any information. By default, it is **Yes**.
   c. **Allow International Shipping:** Select **Yes** from the drop down menu to allow international shipping. If **Yes** is selected, Cart will display shipping methods for all available countries. If **No** is selected, shipping is available only for country selected in Shipping Origin Settings 204. By default, it is **No**.
   d. **Allow Shipping If No Available Methods:** Select **Yes** from the drop down menu to continue checkout and you will charge shipping costs in the future and if **No** is selected, error message will be displayed. By default, it is **No**.
   e. **Display Shipping Weight:** Select **Yes** from the drop down menu to display product weight on product and catalog page. Selecting **No** won't display any information. By default, it is **Yes**.
   f. **Display Product Shipping Price:** Select **Yes** from the drop down menu to display product shipping price on product page and if **No** is selected, the shipping price won't appear on the product page. You must add at least one shipping method on product level. By default, it is **Yes**.
   g. **Enable "Shipping Quote" feature:** Select **Yes** from the drop down menu to enable the shipping quote feature, otherwise select **No**. If enabled, customers will be able to get a shipping quote for products within their cart before they register. By default, it is **No**.

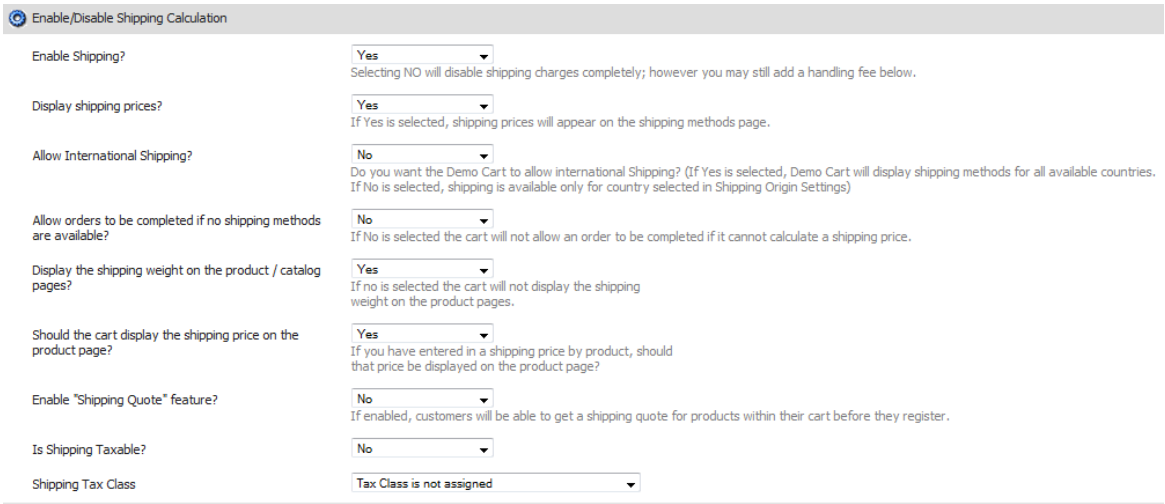

Enable/Disable Shipping Calculation
Enable Shipping?
Yes
Selecting NO will disable shipping charges completely; however you may still add a handling fee below.
Display shipping prices?
Yes
If Yes is selected, shipping prices will appear on the shipping methods page.
Allow International Shipping?
No
Do you want the Demo Cart to allow international Shipping? (If Yes is selected, Demo Cart will display shipping methods for all available countries. If No is selected, shipping is available only for country selected in Shipping Origin Settings)
Allow orders to be completed if no shipping methods are available?
No
If No is selected the cart will not allow an order to be completed if it cannot calculate a shipping price.
Display the shipping weight on the product / catalog pages?
Yes
If no is selected the cart will not display the shipping weight on the product pages.
Should the cart display the shipping price on the product page?
Yes
If you have entered in a shipping price by product, should that price be displayed on the product page?
Enable "Shipping Quote" feature?
No
If enabled, customers will be able to get a shipping quote for products within their cart before they register.
Is Shipping Taxable?
No
Shipping Tax Class
Tax Class is not assigned

Figure 6-24-2: Enable/Disable Shipping Calculation

3. **Shipping Label:** In **Shipping Label Text**, enter the Shipping Text message you would like on the Order page and in the Invoice, as shown in the Figure 6-24-3 below.

© 2010

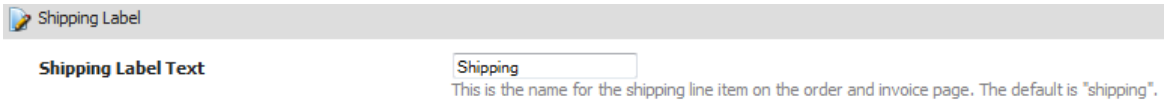

Shipping Label
Shipping Label Text
Shipping
This is the name for the shipping line item on the order and invoice page. The default is "shipping".

Figure 6-24-3: Shipping Label

4. **Handling Fee:** Enter the following information:
    a. **Charge Per-Order Handling Fee:** Enter the charge per-order handling fee and select from the drop down menu it is in **%** or **$**. Keep it as "0.00" if you do not wish to add a handling fee.
    b. **Is Handling Fee Taxable:** Select **Yes** from the drop down menu if it is taxable, otherwise select **No**. By default, it is **No**.
    c. **Show Handling Separately:** Select **Yes** from the drop down menu if you want the handling to show separately on the billing page, otherwise select **No**. By default, it is **No**.
    d. **Handling Text:** Enter the handling text message, as you would like to appear.

Note: Handling Fee are optional fields.

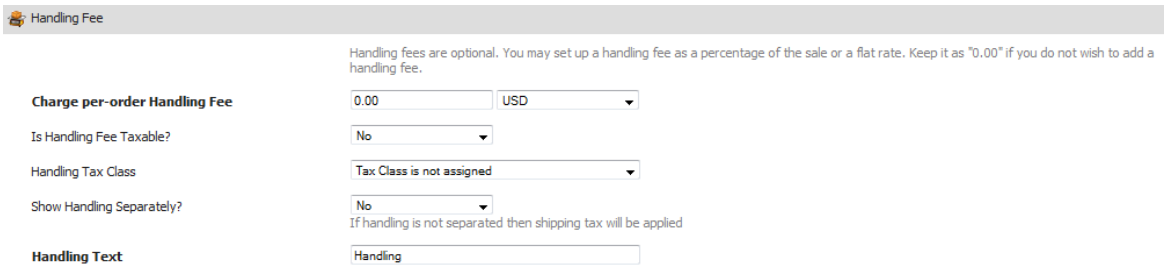

Handling Fee
Handling fees are optional. You may set up a handling fee as a percentage of the sale or a flat rate. Keep it as "0.00" if you do not wish to add a handling fee.
Charge per-order Handling Fee
0.00
USD
Is Handling Fee Taxable?
No
Handling Tax Class
Tax Class is not assigned
Show Handling Separately?
No
If handling is not separated then shipping tax will be applied
Handling Text
Handling

Figure 6-24-4: Handling Fee

5. **Shipping Origin Settings (Realtime):** Enter the following information:
    a. **City:** Enter the name of the City.
    b. **State/Province Name:** Select the State/Province Name from the drop down menu.
    c. **ZIP/Postal Code:** Enter the zip/postal code.
    d. **Origin Country:** Select the Origin Country from the drop down menu.

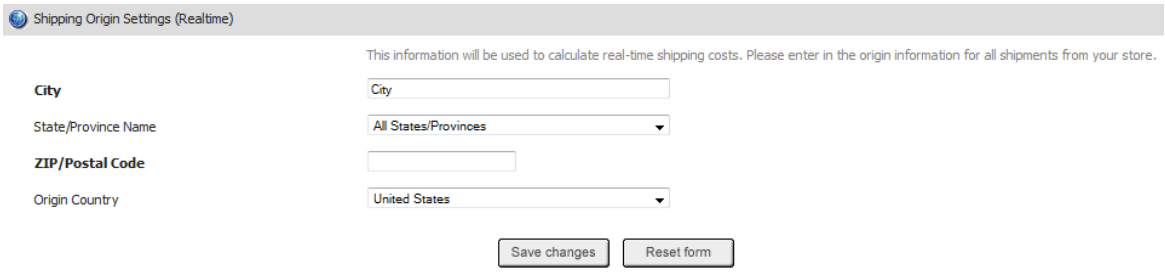


Figure 6-24-5: Shipping Origin Settings (Realtime)

6. If you want to cancel or start again, click on the **Reset form** button.
7. Click **Save changes** button to save details.

A confirmation pop up appears, as shown in the Figure 6-24-6 below, which will tell that the shipping settings have been saved successfully.

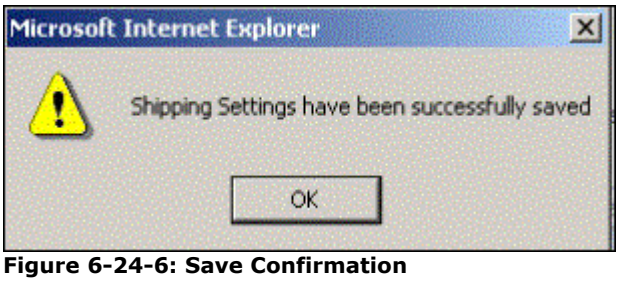


Figure 6-24-6: Save Confirmation

8. Click **OK** button.

You can also add 209, edit 211 & delete 212 a **custom shipping method**; add 205, edit 207 & delete 208 a **realtime shipping method** and edit Fed-Ex, UPS and USPS Realtime Configuration 212 in the Shipping Management page 203.

To know in detail about the following sections, click on respective links below:

Add a Realtime Shipping Method 205
Edit 207
Delete 208
Add a Custom Shipping Method 209
Edit 211
Delete 212
FedEx, UPS and USPS Configuration 212

6.3.1 Add a Realtime Shipping Method

To **add a realtime shipping method**, follow the steps:

1. Open 202 the **Shipping Management** page.

Note: By default, the **Shipping Management** page opens under **Shipping Settings** tab**.**

2. In the **Shipping Management page**, click on **Realtime Calculation** tab.

The **Realtime Shipping Costs Calculation Settings** page opens, as shown in the Figure 6-25-1 below.

Note: You can also **edit** and **delete** the **realtime shipping** method from the **Realtime Shipping Costs Calculation Settings** page**.** To know more about editing 207 and deleting 208 **realtime shipping** method, click on each of the links.

© 2010

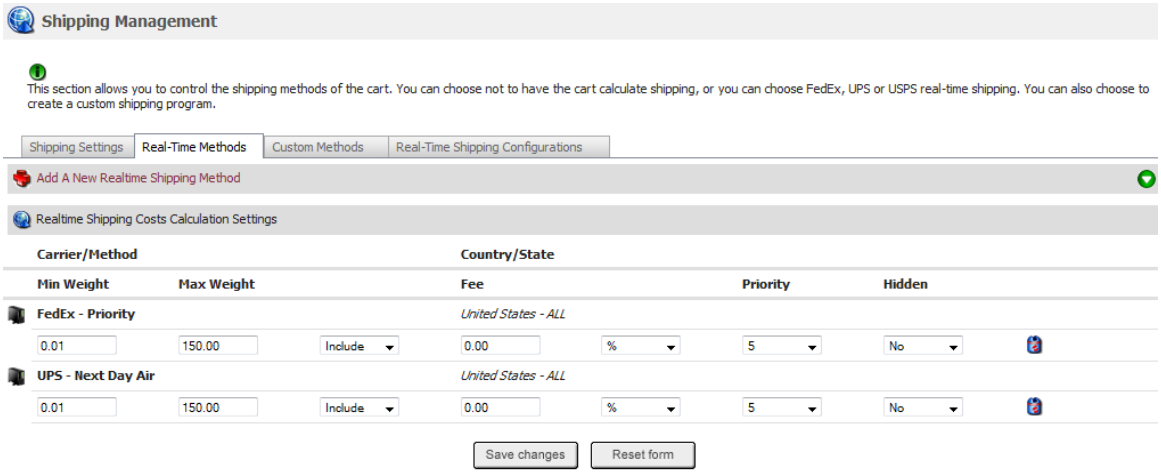


Figure 6-25-1: Realtime Shipping Costs Calculation Settings page

3. Click on **Add A New Realtime Shipping Method** link, in the bottom of the **Realtime Shipping Costs Calculation Settings** page, to expand it.

Scroll down to **Add A Realtime Shipping Method** in the bottom of the **Realtime Shipping Costs Calculation Settings** page, as shown in the Figure 6-25-2 207 below.

4. **Add A Realtime Shipping Method:** Enter the following information:
   a. **Carrier-Method Name:** Select the **Carrier-Method Name** from the drop down menu by clicking on it.
   b. **Country:** Select the **Country** from the drop down menu by clicking on it.
   c. **State/Province:** Select the **State/Province** from the drop down menu by clicking on it. You can also select **All States/Provinces**.
   d. **Min/Max Weight:** Enter the **minimum and maximum weight** and select from the drop down menu that it **Include range** or **Exclude range**.
   e. **Additional Fee:** Enter the **additional fee** and depending on whether it is a percentage of shipping charges or a fixed amount in dollars selects the value from the drop down menu.
   f. **Priority:** Select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher will be the listing.
   g. **Hidden:** Select **Yes** from the drop down menu if you want to hide this Shipping Method, otherwise select **No**.

© 2010

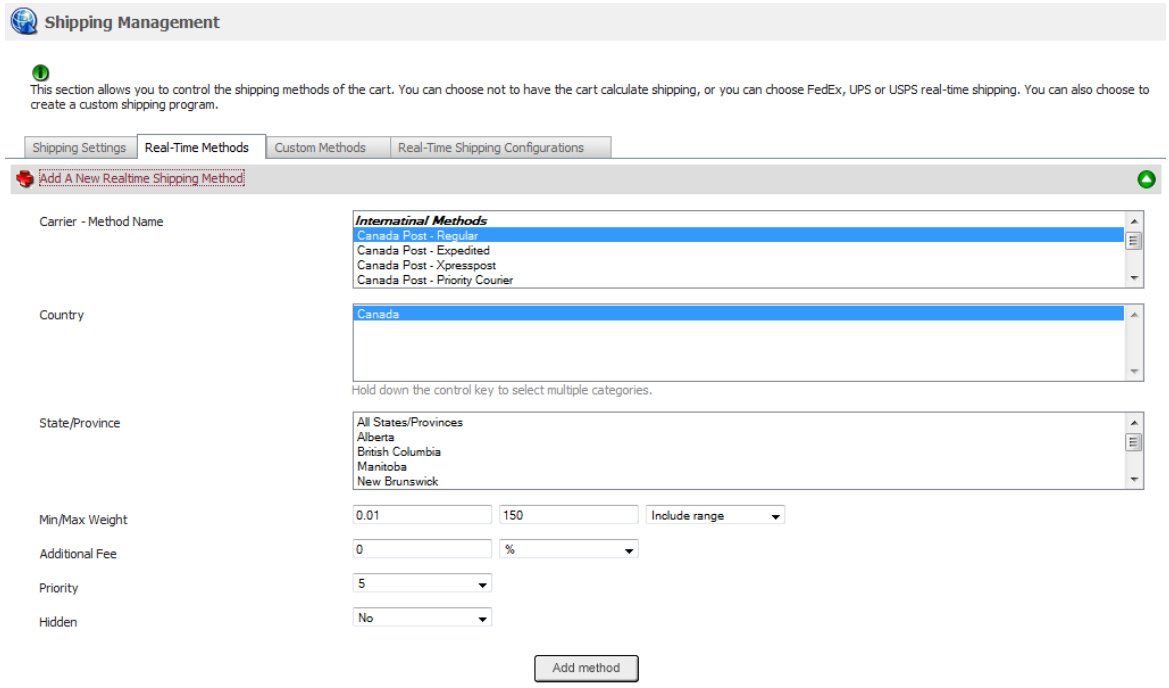


Figure 6-25-2: Add A Realtime Shipping Method

5. Click **Add method** button.

A confirmation pop up appears, as shown in the Figure 6-25-3 below, which will tell that the new realtime shipping method has been successfully added.

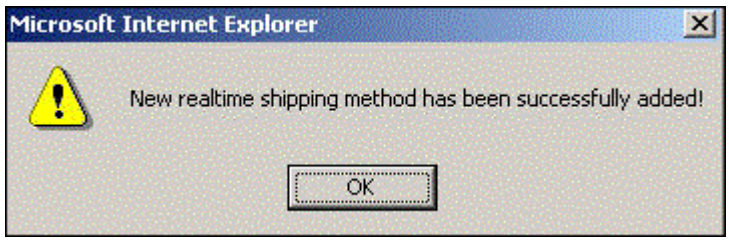


Figure 6-25-3: Realtime Shipping Add Confirmation

6. Click **OK** button.

6.3.2 Edit a Realtime Shipping Method

To **edit a realtime shipping method**, follow the steps:

1. Open 205 the **Realtime Shipping Costs Calculation Settings** page.
2. You can edit any of the **realtime shipping method** information in **Realtime Shipping Costs Calculation Settings** page.
3. If you want to cancel or start again, click on the **Reset form** button.
4. Click **Save changes** button to update the information.

© 2010

A confirmation pop up appears, as shown in the Figure 6-26-1 below, which will tell that the changes have been saved successfully.

Figure 6-26-1: Saved Confirmation

5. Click **OK** button.

6.3.3 Delete a Realtime Shipping Method

To **delete a realtime shipping method**, follow the steps:

1. Open 205 the **Realtime Shipping Costs Calculation Settings** page.
2. Click **Delete Realtime Method** icon for the realtime shipping method you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-27-1 below.

Figure 6-27-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

You will get a confirmation message that the selected realtime shipping method has been successfully removed, as shown in the Figure 6-27-2 below.

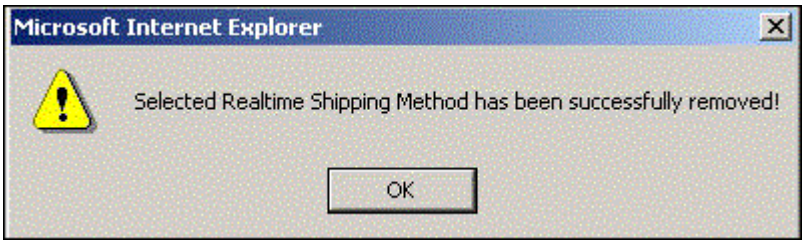


Figure 6-27-2: Selected Realtime Shipping Method Delete Confirmation

4. Click **OK** button.

© 2010

6.3.4 Add a Custom Shipping Method

To **add a custom shipping method**, follow the steps:

1. Open 202 the **Shipping Management** page.

Note: By default, the **Shipping Management** page opens under **Shipping Settings** tab**.**

2. In the **Shipping Management** page, click on the **Custom Calculation** tab.

The **Custom Shipping Costs Calculation Settings** page opens, as shown in the Figure 6-28-1 below.

Note: You can also **edit** and **delete** the custom shipping method from the **Custom Shipping Costs Calculation Settings** page**.** To know more about editing 211 and deleting 212 a **custom shipping** method, click on each of the links**.**

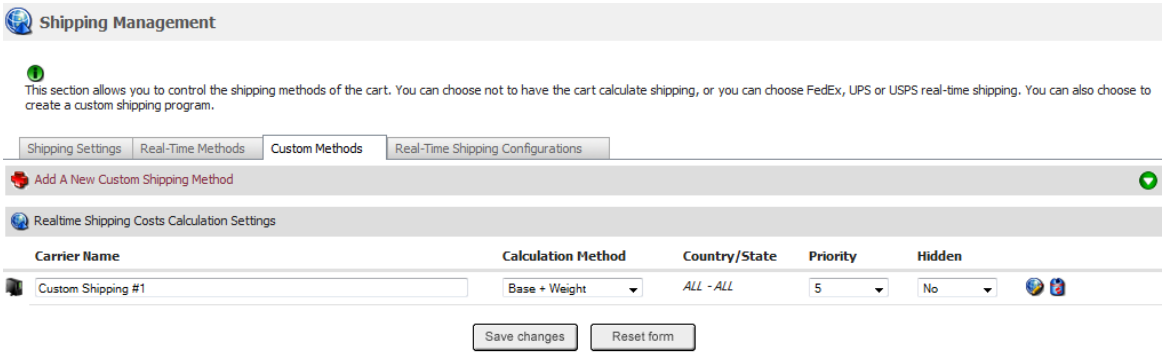

Shipping Management
This section allows you to control the shipping methods of the cart. You can choose not to have the cart calculate shipping, or you can choose FedEx, UPS or USPS real-time shipping. You can also choose to create a custom shipping program.
Shipping Settings
Real-Time Methods
Custom Methods
Real-Time Shipping Configurations
Add A New Custom Shipping Method
Realtime Shipping Costs Calculation Settings
Carrier Name
Calculation Method
Country/State
Priority
Hidden
Custom Shipping #1
Base + Weight
ALL - ALL
5
No
Save changes
Reset form

Figure 6-28-1: Custom Shipping Costs Calculation Settings page

3. Click on **Add A New Custom Shipping Method** link in the bottom of the **Custom Shipping Costs Calculation Settings** page, to expand it.

Scroll down to **Add A New Custom Shipping Method** in the bottom of the **Custom Shipping Costs Calculation Settings** page, as shown in the Figure 6-28-2 210 below.

4. **Add A New Custom Shipping Method:** Enter the following information:
   a. **Carrier Name:** Enter the carrier name.
   b. **Calculation Method:** Select the calculation method (Weight, At product level, Price-based, etc.) from the drop down menu.
   c. **Countries:** Select the country from the drop down menu. You can also select **ALL COUNTRIES** from the drop down menu.
   d. **State/Province:** Select the State/Province from the drop down menu.
   e. **Priority:** Select the Priority from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher it will be listed.
   f. **Hidden:** Select **Yes** from the drop down menu if you want to hide this Custom Shipping Method, otherwise select **No**.

© 2010

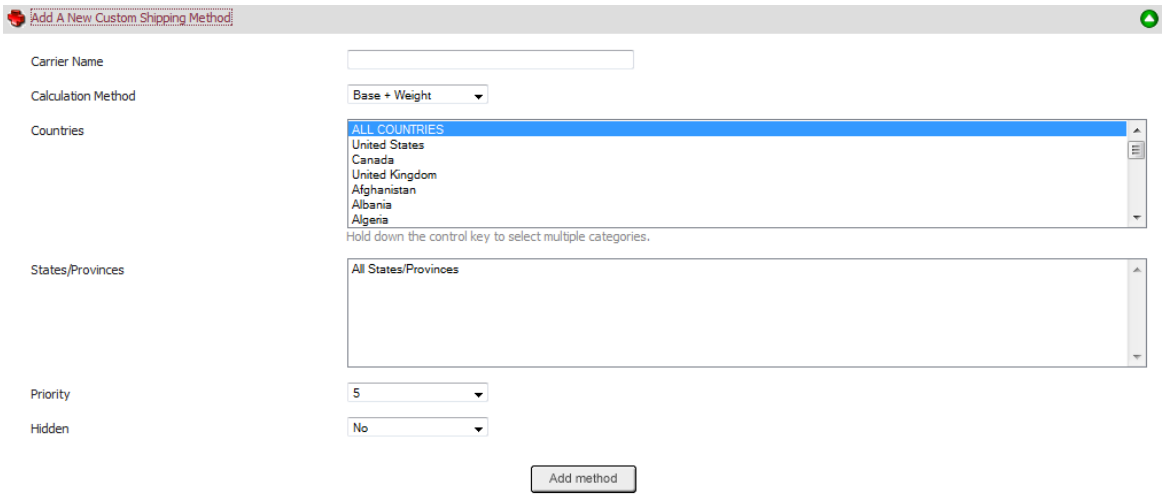


Figure 6-28-2: Add A New Custom Shipping Method

5. Click **Add method** button.

The **Custom Shipping Rates** page opens, as shown in the Figure 6-28-3 below.

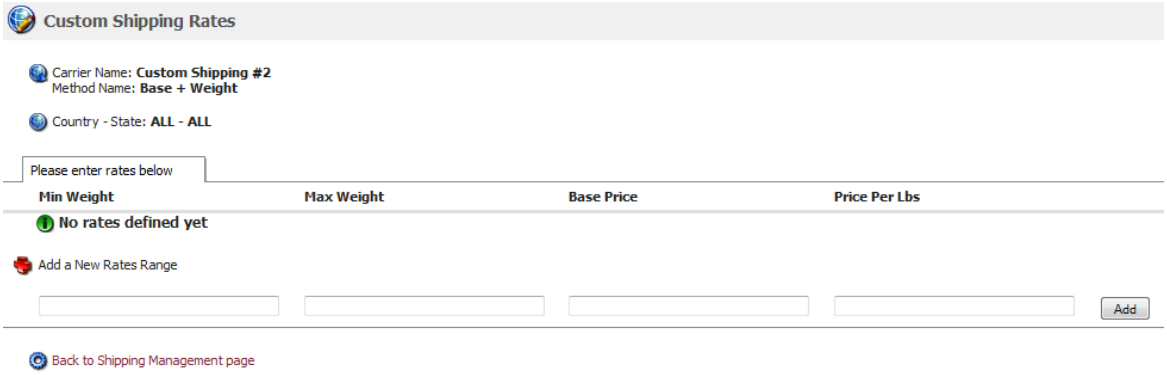


Figure 6-28-3: Custom Shipping Rates

6. To add Shipping Rates for this Custom Method, enter the **Min Weight**, **Max Weight**, **Base Price** and **Price Per Lbs**.
7. Click **Add** button to add the new custom range.

Figure 6-28-4: Custom Shipping Rates Add Confirmation

© 2010

6.3.5 Edit a Custom Shipping Method

To **edit a custom shipping method**, follow the steps:

1. Open 209 the **Custom Shipping Costs Calculation Settings** page.
2. Click **Edit Shipping Rates for This Method** icon for the custom shipping method you want to modify.

The **Custom Shipping Rates** page opens, as shown in the Figure 6-29-1 below, where you can edit the shipping rates range.

Note: You can also add many different levels by **Adding New Rates Range** in the **Custom Shipping Rates** page. To **add new rates range**, enter the information and click **Add** button. To know more about **adding a custom rates range**, click here 210.

3. Edit any of the information in **Custom Shipping Rates** page.

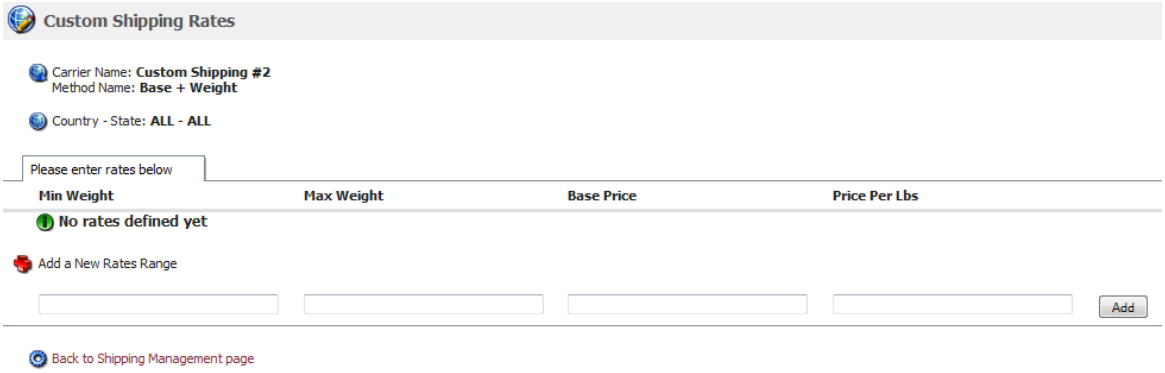


Figure 6-29-1: Edit Custom Shipping Rates page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

A confirmation pop up appears, as shown in the Figure 6-29-2 below, which will tell that the changes have been saved successfully.

Figure 6-29-2: Saved Confirmation

6. Click **OK** button.

6.3.6 Delete a Custom Shipping Method

To **delete a custom shipping method**, follow the steps:

1. Open 209 the **Custom Shipping Costs Calculation Settings** page.
2. Click **Delete Custom Method** icon for the custom shipping method you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-30-1 below.

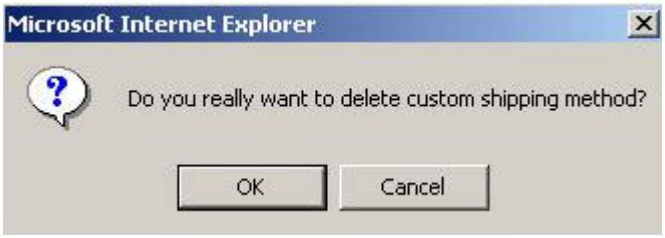


Figure 6-30-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

You will get a confirmation message that the selected custom shipping method has been successfully removed, as shown in the Figure 6-30-2 below.

Figure 6-30-2: Selected Custom Shipping Method Delete Confirmation

4. Click **OK** button.

6.3.7 Fed-Ex, UPS and USPS Realtime Configuration

This section can be used to set or edit realtime-shipping gateway (UPS, USPS and Fed-Ex Gateway Settings).

To set up **realtime shipping gateway** follow the steps:

1. Open 202 the **Shipping Management** page.

Note: By default, the **Shipping Management** page opens under **Shipping Settings** tab**.**

In the **Shipping Management** page, click on **Real-time Shipping Configurations** tab.

2. The **Real-time Shipping Configurations** page opens.

3. **UPS Gateway Settings:** Enter the following information, as shown in the Figure 6-31-1 214 below.
   a. To set up UPS real-time shipping you will first need to have an account with UPS. To set up an account
   b. Next you will need to generate a XML access key though UPS to get rates. To generate this key, login to your UPS account and generate a Developer Key by going to the following location: https://www.ups.com/e_comm_access/laServ?CURRENT_PAGE=INTRO&OPTION=ACCESS_LICENSE&loc=en_US
   c. Once that is complete, you will have the ability to generate a XML access key. Once you have that key, copy and paste that information into the UPS area of the cart along with the username and password to your account.

   The following URLs exist for connecting the cart to UPS:

   https://www.ups.com/ups.app/xml/Rate
   https://www.ups.com/ups.app/xml/Track

   UPS Rate Chart: Select from the UPS Rate Chart drop down menu, which rate chart (Regular Daily Pickup, On Call Air, etc.) applies to the shipment. By default, this is **Regular Daily Pickup**. **Regular Daily Pickup** rates are the lowest published rates, and apply to the majority of UPS shipments.
   UPS Container: UPS Container drop-down menu allows you to specify the shipping container type (Your Packaging, UPDS Tube, etc.). It is a global setting and will be applied to all products in TurnKey Commerce. By default, this is **Your Packaging**.
   UPS residential or commercial delivery: Select from the drop down menu, it is a **residential** or **commercial** delivery.

Note: Unless you have very specific shipping requirements, you should be using the default methods**.**

© 2010

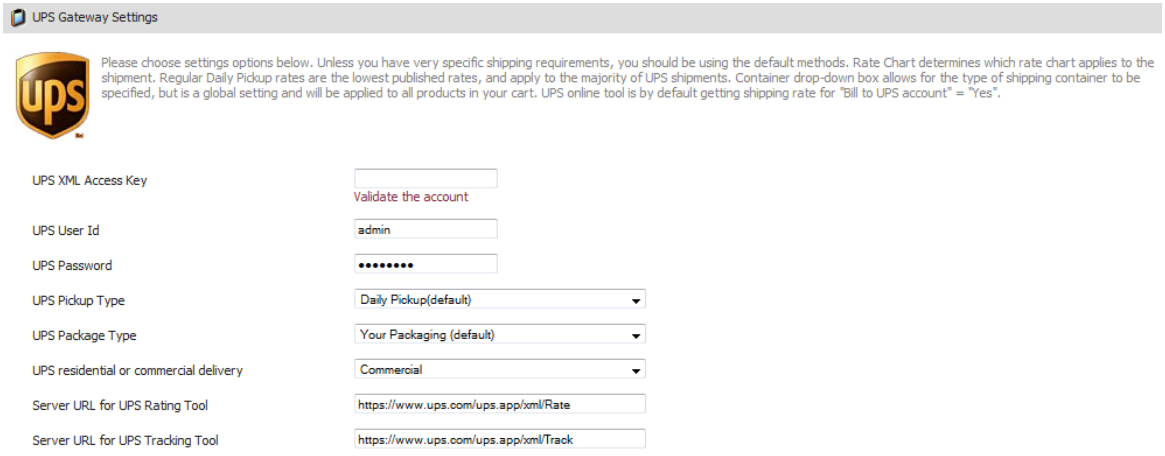

UPS Gateway Settings
Please choose settings options below. Unless you have very specific shipping requirements, you should be using the default methods. Rate Chart determines which rate chart applies to the shipment. Regular Daily Pickup rates are the lowest published rates, and apply to the majority of UPS shipments. Container drop-down box allows for the type of shipping container to be specified, but is a global setting and will be applied to all products in your cart. UPS online tool is by default getting shipping rate for "Bill to UPS account" = "Yes".
UPS XML Access Key
Validate the account
UPS User Id
admin
UPS Password
UPS Pickup Type
Daily Pickup(default)
UPS Package Type
Your Packaging (default)
UPS residential or commercial delivery
Commercial
Server URL for UPS Rating Tool
https://www.ups.com/ups.app/xml/Rate
Server URL for UPS Tracking Tool
https://www.ups.com/ups.app/xml/Track

Figure 6-31-1: UPS Gateway Settings

4. **USPS Gateway Settings:** Enter the following information, as shown in the Figure 6-31-2 below. First you will need to get an account through http://www.uspswebtools.com/registration/
    a. **USPS Web Tools User ID:** Enter the USPS Web Tools User ID.
    b. **USPS Server URL:** Enter the USPS Server URL.

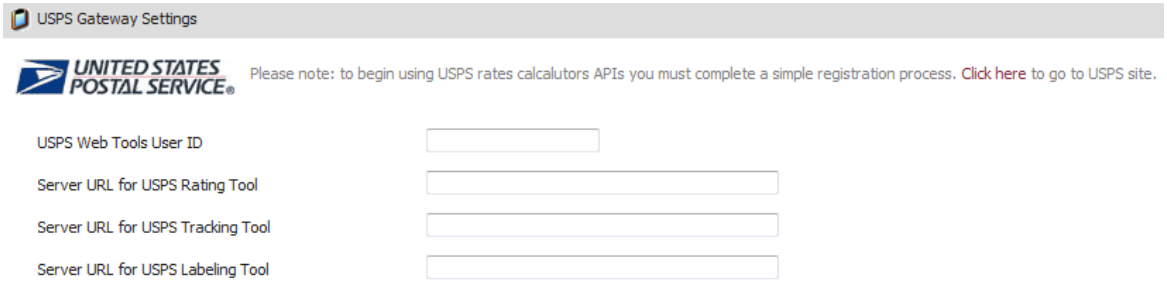
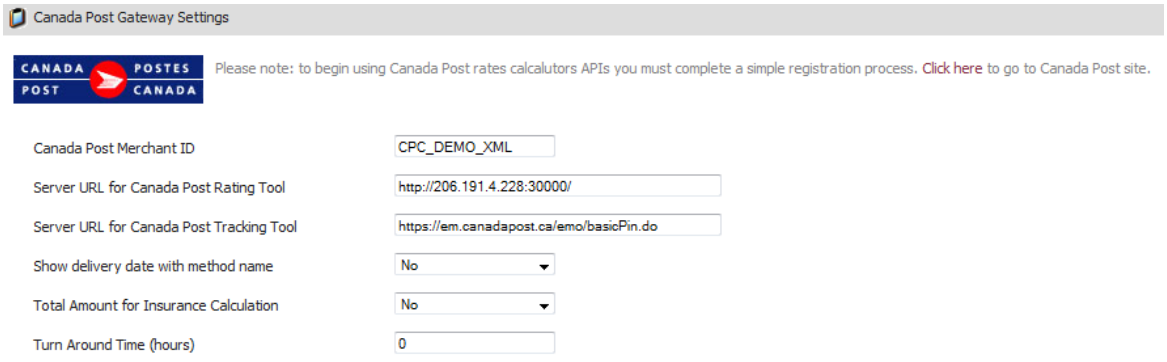

USPS Gateway Settings
Please note: to begin using USPS rates calcalutors APIs you must complete a simple registration process. Click here to go to USPS site.
USPS Web Tools User ID
Server URL for USPS Rating Tool
Server URL for USPS Tracking Tool
Server URL for USPS Labeling Tool

Figure 6-31-2: USPS Gateway Settings

5. **Canada Post Gateway Settings:** Insert your Merchant ID into the 'Canada Post Merchant ID' field after going to http://www.canadapost.ca/ to sign up for an account. You will need to get your Server URL for Canada Post Rating tool from Canada Post. Do not change the values in 'Server URL for Canada Post Tracking tool'.


Canada Post Gateway Settings
Please note: to begin using Canada Post rates calcalutors APIs you must complete a simple registration process. Click here to go to Canada Post site.
Canada Post Merchant ID
CPC_DEMO_XML
Server URL for Canada Post Rating Tool
http://206.191.4.228:30000/
Server URL for Canada Post Tracking Tool
https://em.canadapost.ca/emo/basicPin.do
Show delivery date with method name
No
Total Amount for Insurance Calculation
No
Turn Around Time (hours)
0

© 2010

Figure 6-31-3: Canada Post gateway Settings

6. **FedEx Gateway Settings:** Enter the following information, as shown in the Figure 6-31-3 below.
    a. **FedEx Account Number:** Enter the FedEx Account Number.
    b. **FedEx Meter:** Enter the FedEx Meter.

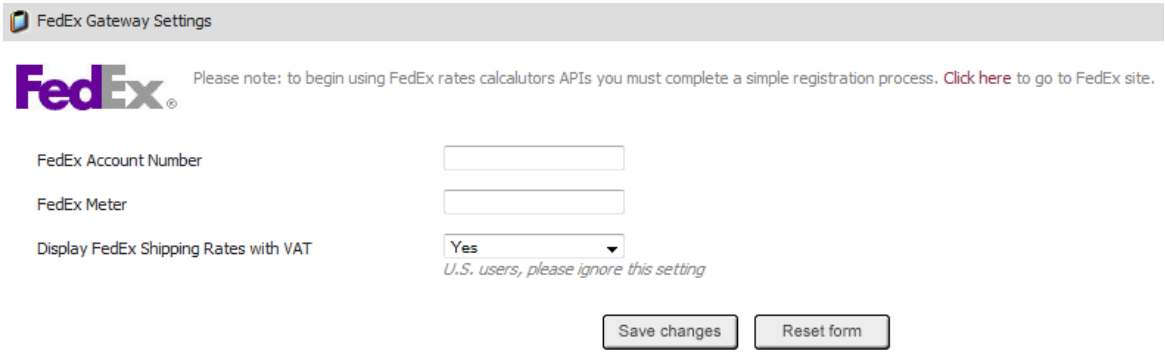

FedEx Gateway Settings
Please note: to begin using FedEx rates calcalutors APIs you must complete a simple registration process. Click here to go to FedEx site.
FedEx Account Number
FedEx Meter
Display FedEx Shipping Rates with VAT
Yes
U.S. users, please ignore this setting
Save changes
Reset form

Figure 6-31-4: FedEx Gateway Settings

7. If you want to cancel or start again, click on the **Reset form** button.
8. Click **Save changes** button to save details.

Note: You can also generate **FedEx Meter Number**, by clicking on icon or **Generate FedEx Meter Number** link.

9. **Generate FedEx Meter Number:** Click icon or **Generate FedEx Meter Number** link to open the Generate FedEx Meter Number Page, as shown in the Figure 6-31-4 below.

© 2010

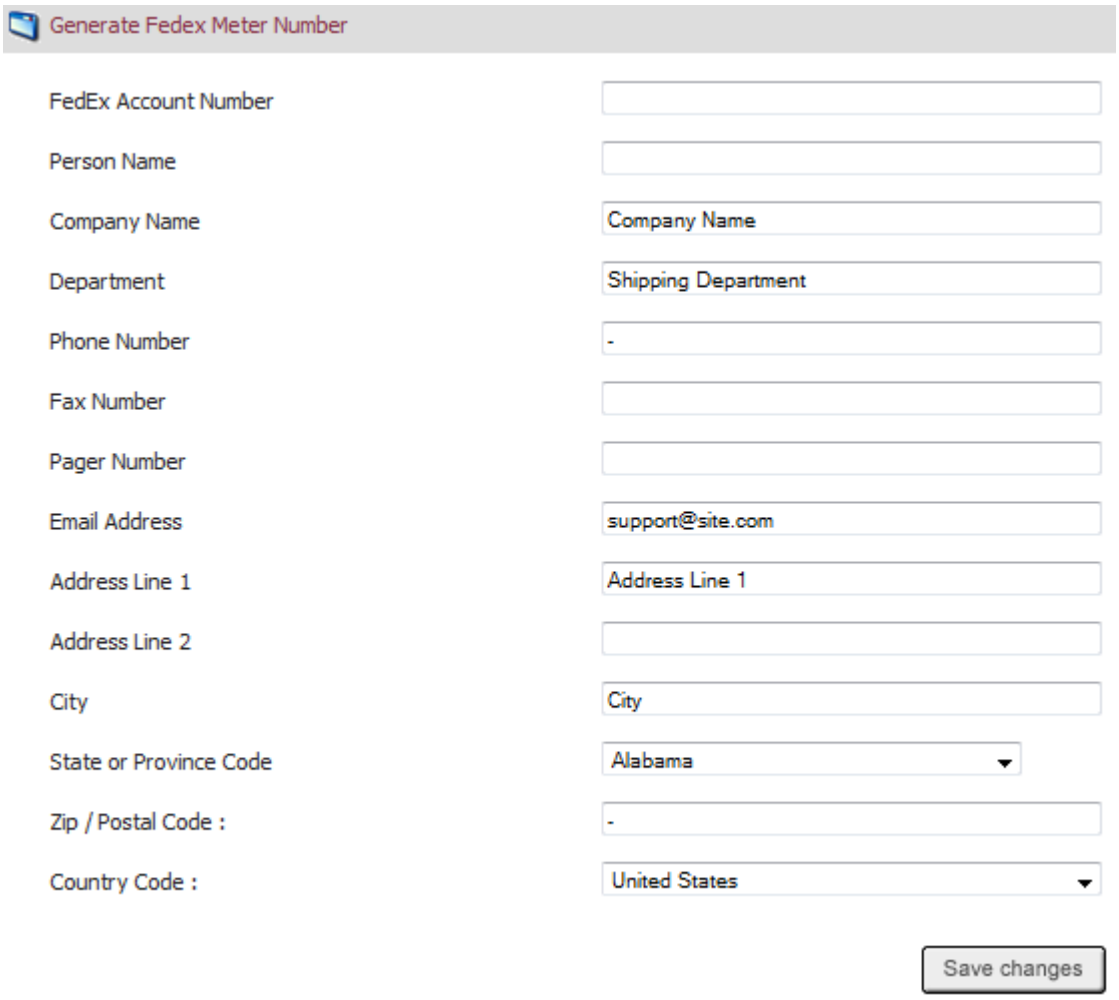


Figure 6-31-5: Generate FedEx Meter Number

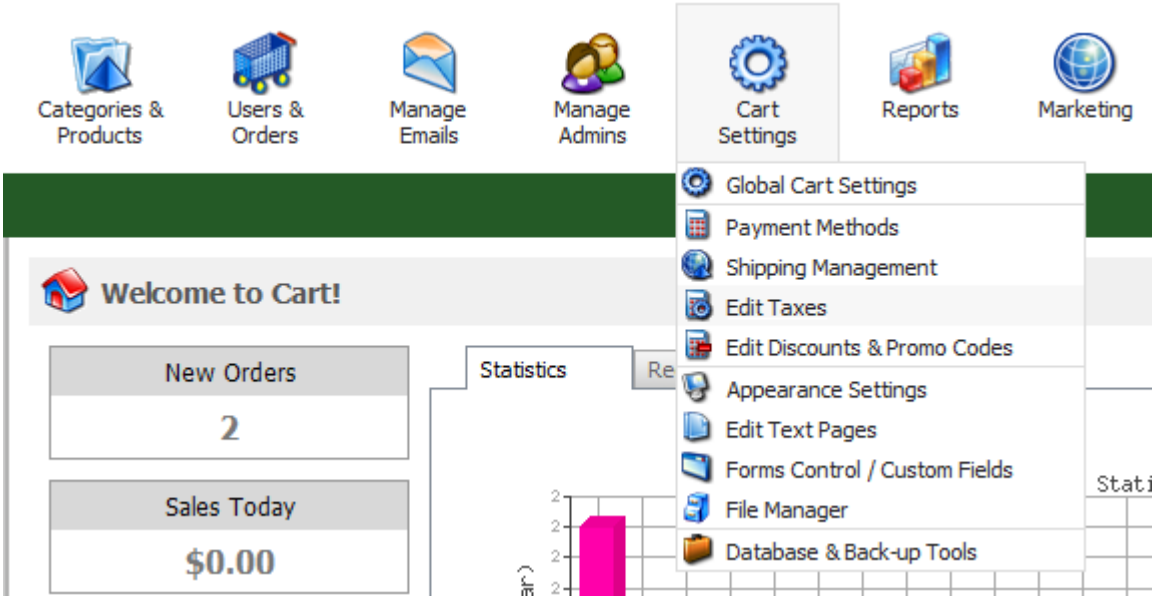
10. Enter the information under Generate FedEx Meter Number and click **Save changes** button.
11. If you want to cancel or start again, click on the **Reset form** button.

6.4 Edit Taxes

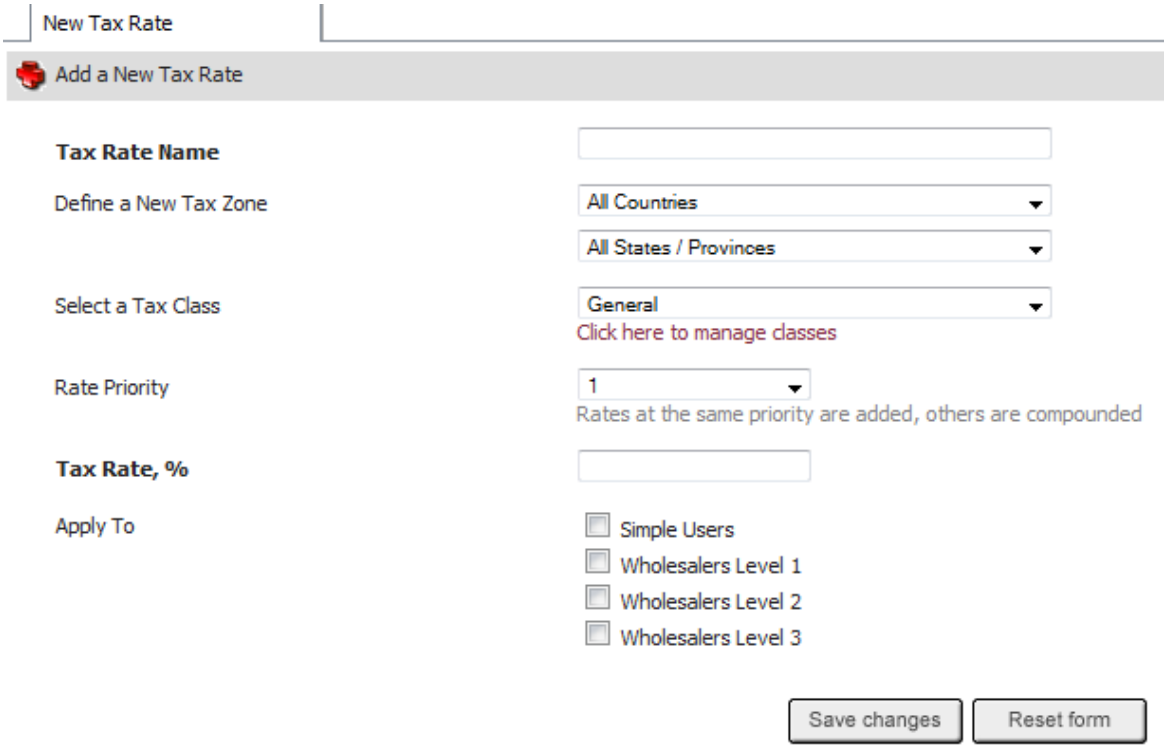
Setting up taxes:

1. Go to **'Edit Taxes'** page under **'Cart Settings'**.

© 2010



2. Define settings for the tax you are creating under **'Edit Tax Settings'** tab. **'Default Tax Country'** and **'Default Tax State'** are used to calculate taxes on product page(s) before user logs in for VAT.



3. After you complete this page, you should now have a working tax scheme setup.

© 2010

6.4.1 Advanced Tax Setup

Setting up taxes using Advanced Mode.

1. Go to **'Edit Taxes'** page under **'Cart Settings'**

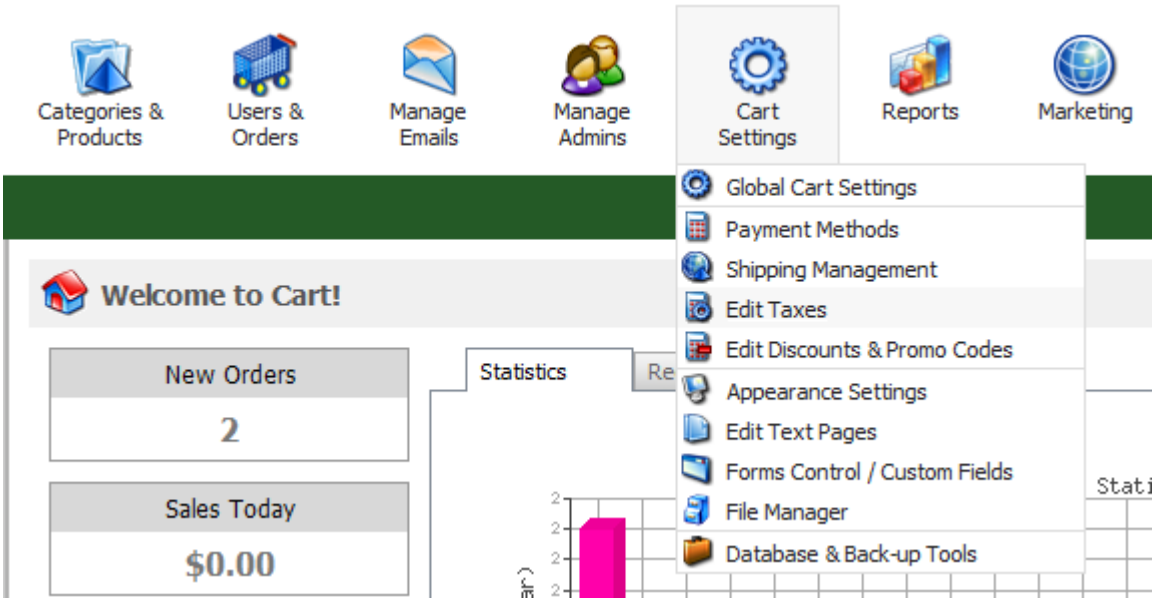


Figure 6-32-1: Advanced Taxes

2. Use Switch to Advanced Mode link to use the advance setting for taxes. This setting will give you more control over creating taxes.

3. Define settings for the tax you are creating under **'Edit Tax Settings'** tab.

4. **'Default Tax Country'** and **'Default Tax State'** are used to calculate taxes on product page(s) before user logs in for VAT as shown in figure 6-32-2

© 2010

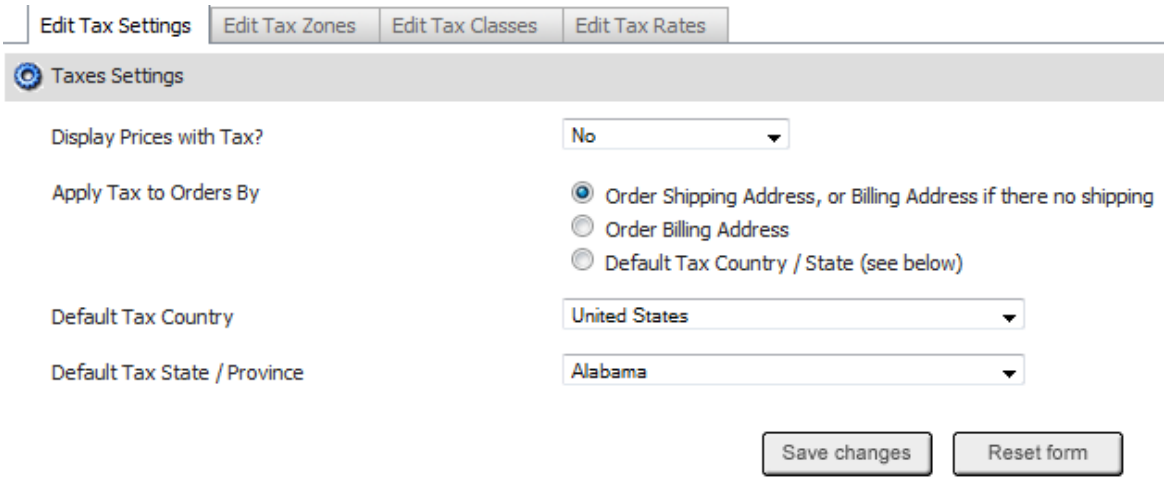


Figure 6-32-2: Advanced Taxes: Tax Settings

5. Add tax zone under **'Edit Tax Zones'** tab. Create a zone then click on pencil icon to add counties and states to the zone.

6. Please note that without defining the zone (counties and states details for zone) taxes will note work.

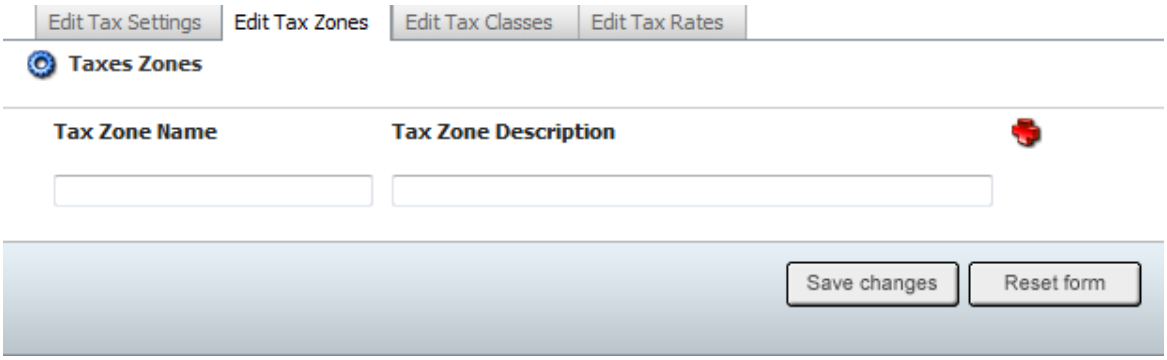


Figure 6-32-3: Advanced Taxes: Tax Zones

7. Add class under **'Edit Tax Classes'** tab. Class is nothing but group of product which you can use to define taxes. Classes allow you to apply different tax rate to different products. Create a class then click on pencil icon to add products to the class.

© 2010

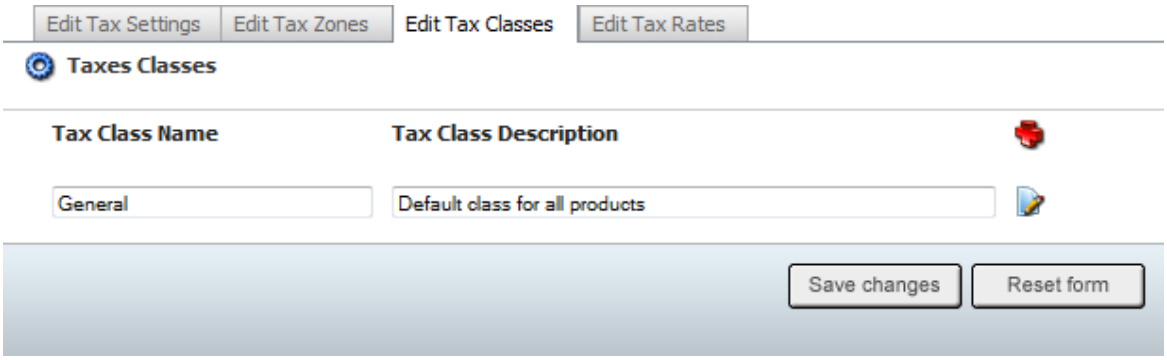


Figure 6-32-4: Advanced Taxes: Tax Classes

8. Final step is **'Edit Tax Rates'**. Click on **'Add a New Tax Rate'** link to add a tax rate to a zone. Choose appropriate zone and class for the rate.

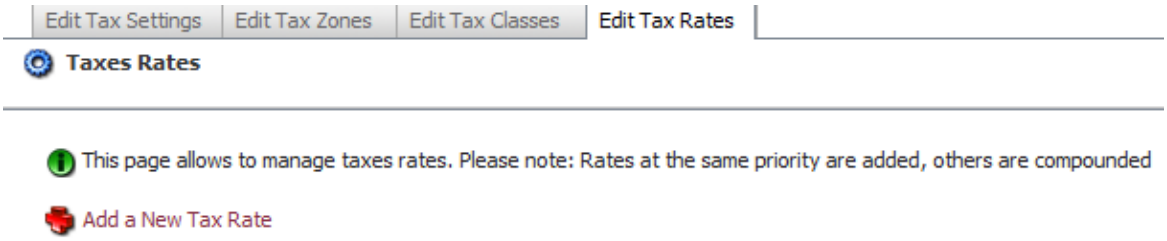

Edit Tax Settings
Edit Tax Zones
Edit Tax Classes
Edit Tax Rates
Taxes Rates
This page allows to manage taxes rates. Please note: Rates at the same priority are added, others are compounded
Add a New Tax Rate

Figure 6-32-5: Advanced Taxes: Tax Rates

9. If tax is applicable for all site users then select all check boxes under '**Apply to**' section.

10. **'Apply to'** section allows you to define different tax for different type of users or eliminate any kind of user from tax rule.

© 2010

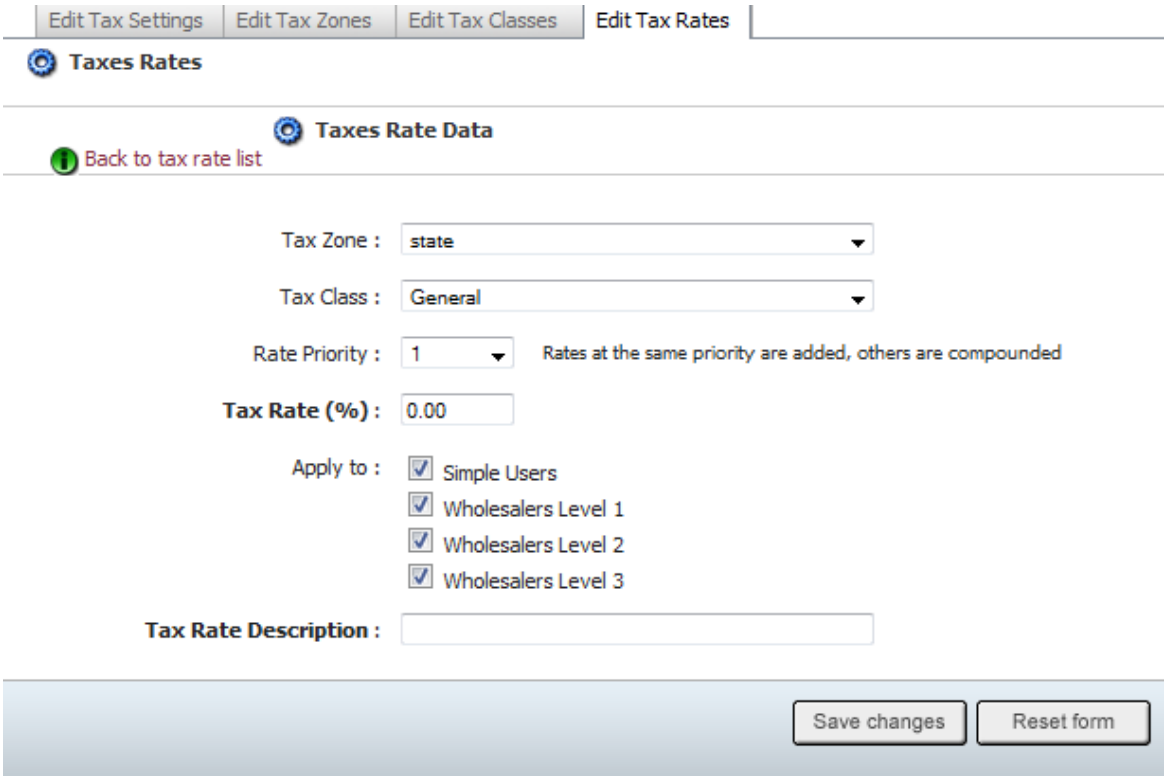


Figure 6-32-6: Advanced Taxes: Tax Rate Setup

11. After you complete this page, you should now have a working tax scheme setup.

***Note**, for any countries other than the US and Canada, you will have to populate your own countries list.

6.5 Edit Discounts and Promo Codes

This section is used to Edit/Add your Global discounts as well as add/edit/manage your promo codes.

Global Discounts 221
Create Promo Codes 223
Manage Promo Codes 224
Delete Promo Codes 226

6.5.1 Edit Discounts

In this section, you can create various discount ranges for all purchases. The discount amount you set on Discounts page 223 are global for the cart and will be applied to all purchases.

Note: To set the individual discounts, go to Quantity Discounts 31 under Product

(Insert) page 14 and enter the specific discount on a **product**.

To **edit discounts**, follow the steps:

1. Click **Edit Discounts & Promo Codes**, as shown in the Figure 6-33-1 below.

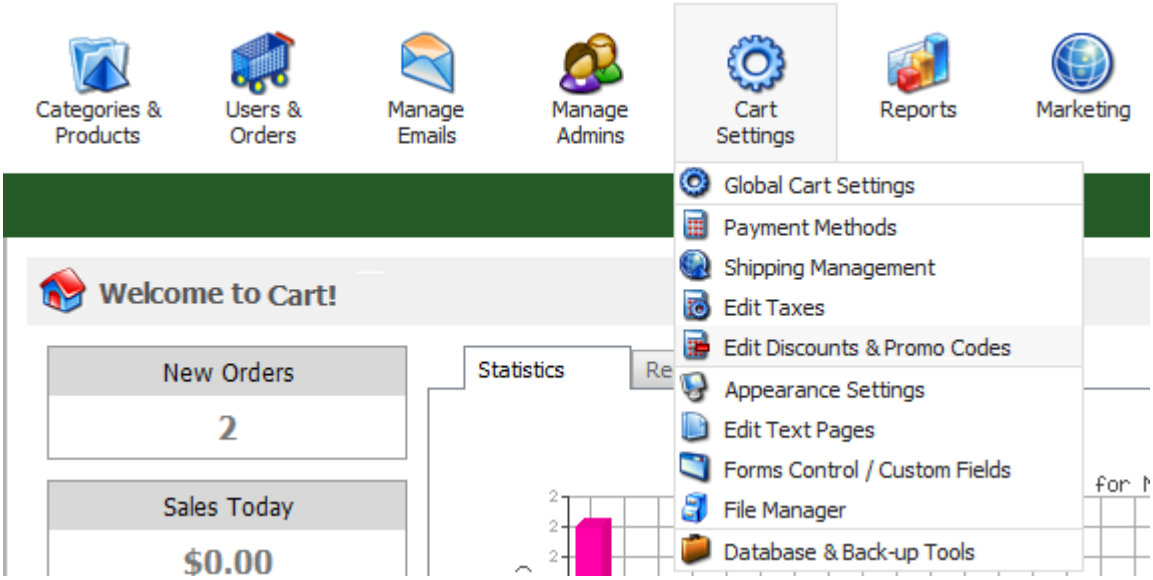


Figure 6-33-1: Edit Discounts

Discounts page opens, as shown in the Figure 6-33-2 223 below.

Note: You can also open the **Discounts** page directly by clicking on **Edit Discounts** link in the Admin Area Home page 9.

2. Under **Global Discounts**, you can select **Yes** from the **Use Global Discounts** drop down menu if you want to provide the discount globally, otherwise select **No**.
3. You cam create various discount range(s) for all the purchases by entering the **minimum amount**, **maximum amount** or **discount value** on the respective boxes. You can also select from the drop down menu that the discount value is in **%** or **USD**.

Note: The ranges for the discount amount (percentage or flat amount) should be set as an incentive for larger purchases. The ranges set should not overlap, as this will negate the desired discount given.

© 2010

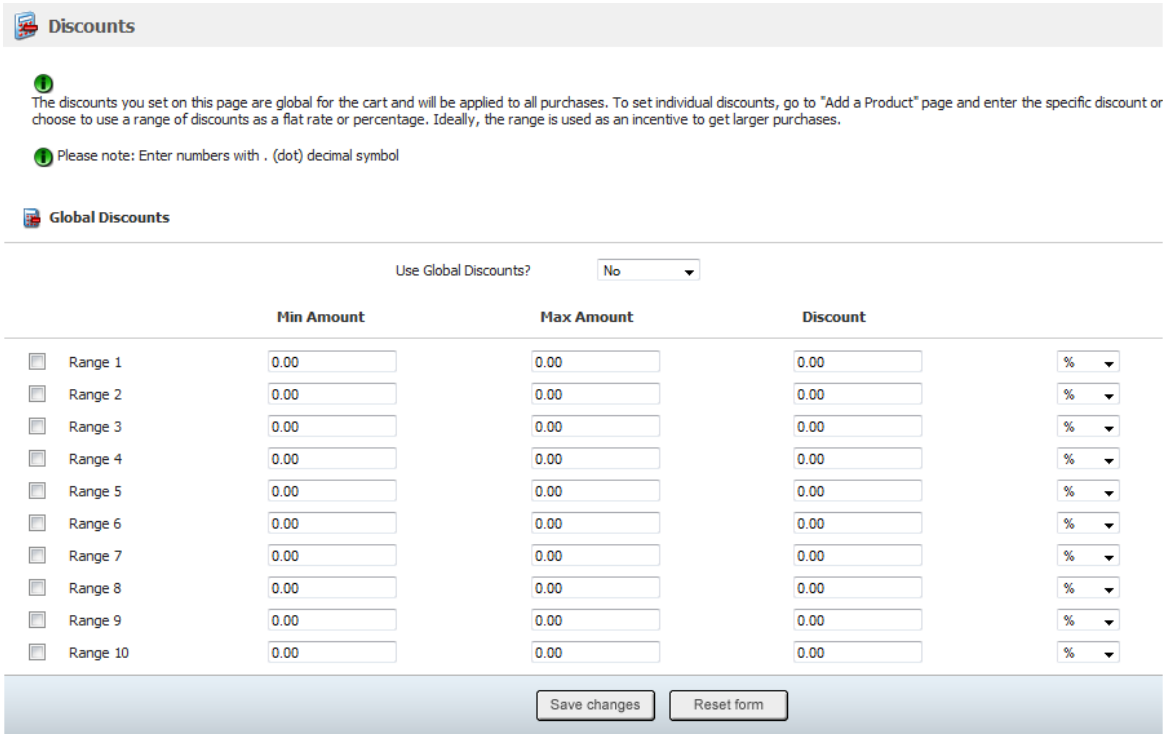

Discounts
The discounts you set on this page are global for the cart and will be applied to all purchases. To set individual discounts, go to "Add a Product" page and enter the specific discount or choose to use a range of discounts as a flat rate or percentage. Ideally, the range is used as an incentive to get larger purchases.
Please note: Enter numbers with . (dot) decimal symbol
Global Discounts
Use Global Discounts?
No
Min Amount
Max Amount
Discount
Range 1
Range 2
Range 3
Range 4
Range 5
Range 6
Range 7
Range 8
Range 9
Range 10
0.00
%
Save changes
Reset form

Figure 6-33-2: Discounts Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about the discounts.

6.5.2 Create Promo Codes

In this section, you can know how to add coupons or promo codes that can be provided to the users to get discounts on their orders.

To **add promo codes**, follow the steps:

1. Open 221 the **Discounts** page.

Note: You can also **enable** and **delete** the promo codes from the **Discounts** page. To know more about enabling 224 and deleting 226 the **promo codes**, click on each of the links.

2. In the **Discounts page**, scroll down to **Create a New Promo Code**, as shown in the Figure 6-34-1 224 below and enter the following information:
   a. **Campaign Name:** Enter the campaign name.
   b. **Promo Code:** Enter the code that can be provided to the users to get discounts.
   c. **Is it Active:** Select **Yes** from the drop down menu to make the promo code active, otherwise select **No**.
   d. **Is it a global, product-based promotion, or Shipping based?:** Select **Global** from the drop down menu to make the promo code

© 2010

global, **Shipping** to make it apply for shipping, and **product based** to have it apply to certain products or categories.

e. **Start Date:** Select the **start date** for the promo codes to avail the discount.
f. **Finish Date:** Select the **last date** for the promo codes to avail the discount.
g. **Discount:** Enter how much discount will be provided in this promo code and then select from the drop down menu it is in **%** or **USD**.
h. **Minimum order subtotal for this code:** Enter the minimum order to avail this code to get discounts.

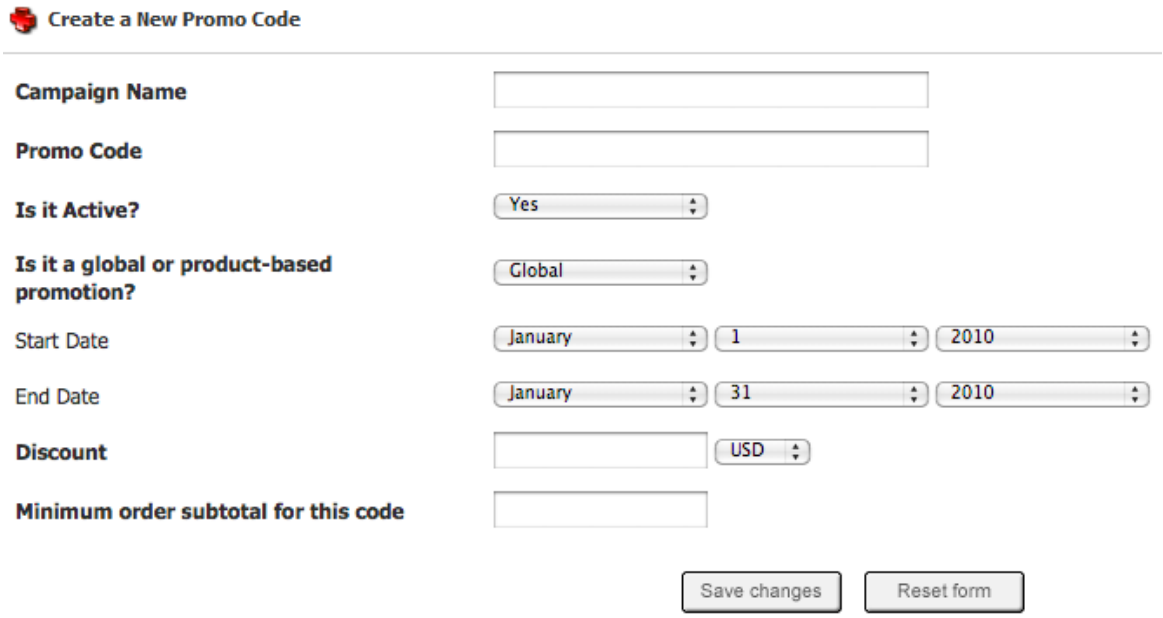


Figure 6-34-1: Create a New Promo Code

3. If you want to cancel or start again, click on the **Reset form** button.
4. Click **Save changes** button to add a promo code.

6.5.3 Manage Promo Codes

After creating a promo code, you can enable that promo code.

To **enable promo codes**, follow the steps:

1. Open 221 the **Discounts** page.
2. In the **Discounts** page, click on the **Promo Codes**, tab and you will see what is in Figure 6-35-1 225 below.
3. Under **Promo Codes**, select **Yes** from the drop down menu if you want to enable promo codes, otherwise select **No**.

© 2010

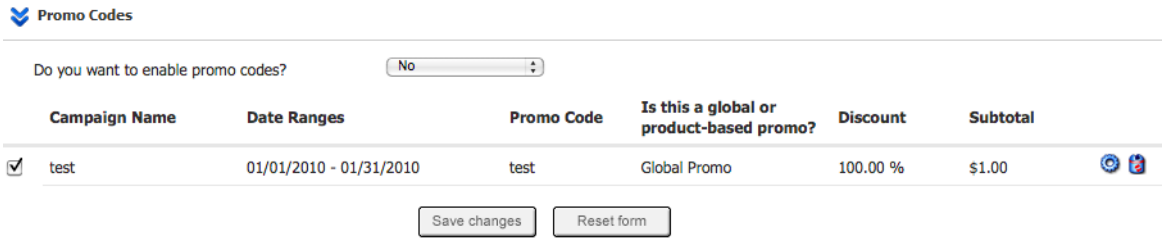
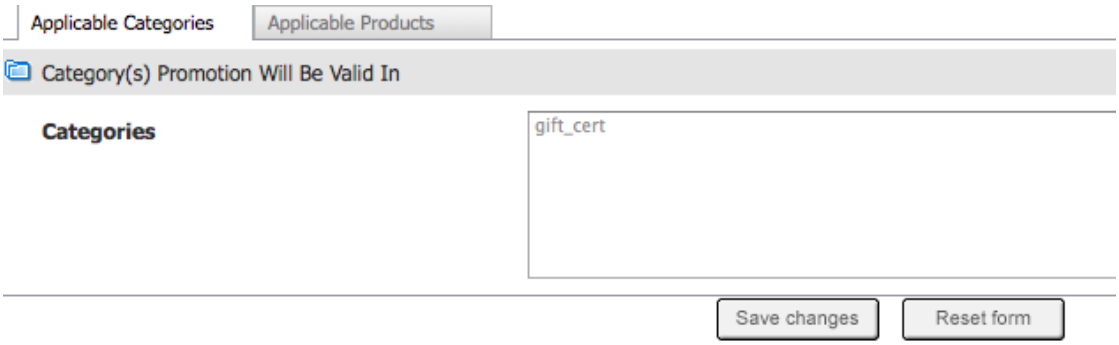
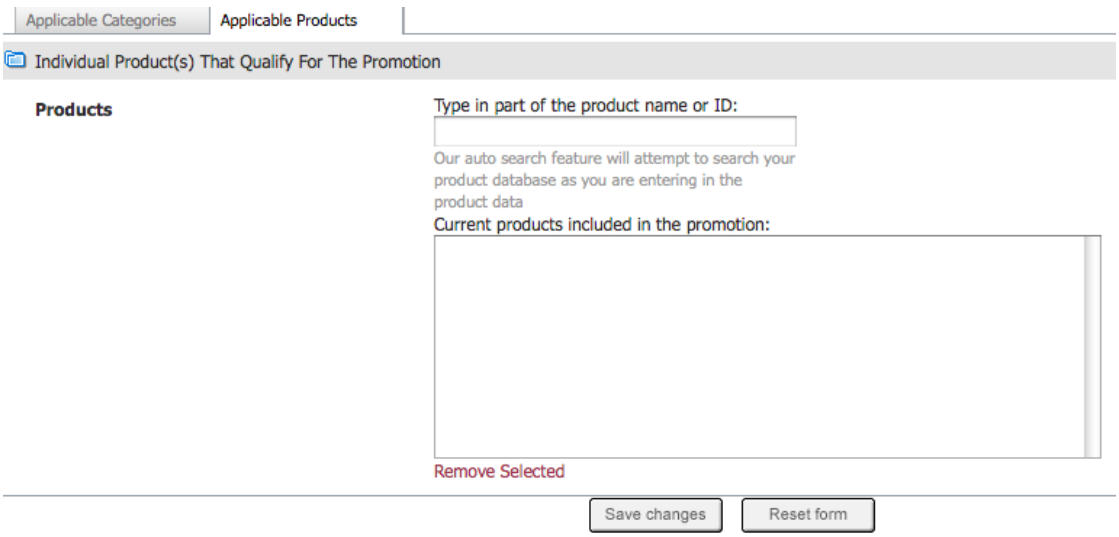


Figure 6-35-1: Promo Codes

4. To Edit a promo code to change its settings click on the icon to bring up the page as shown in Figure 6-35-2 below. This page will allow if you have the promo code set to Product-Based and allow you to assign to individual categories.



5. To Edit a promo code to change its settings click on the icon to bring up the page as shown in Figure 6-35-3 below. This page will allow if you have the promo code set to Product-Based and allow you to assign to individual products.


Applicable Categories
Applicable Products
Individual Product(s) That Qualify For The Promotion
Products
Type in part of the product name or ID:
Our auto search feature will attempt to search your product database as you are entering in the product data
Current products included in the promotion:
Remove Selected
Save changes
Reset form

© 2010

6. If you want to cancel or start again, click on the **Reset form** button.
7. Click **Save changes** button to enable the promo code.

6.5.4 Delete Promo Codes

To **delete promo codes**, follow the steps:

1. Open 221 the **Discounts** page.
2. In the **Discounts** page, scroll down to **Promo Codes**.
3. Select the **Promo Codes** you want to delete by checking the box and click **Delete** icon.

A pop up appears asking for confirmation, as shown in the Figure 6-36-1 below.

Figure 6-36-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

6.6 Appearance Settings Overview

This section is used for appearance settings. To know in detail about the following sections, click on the respective links below:

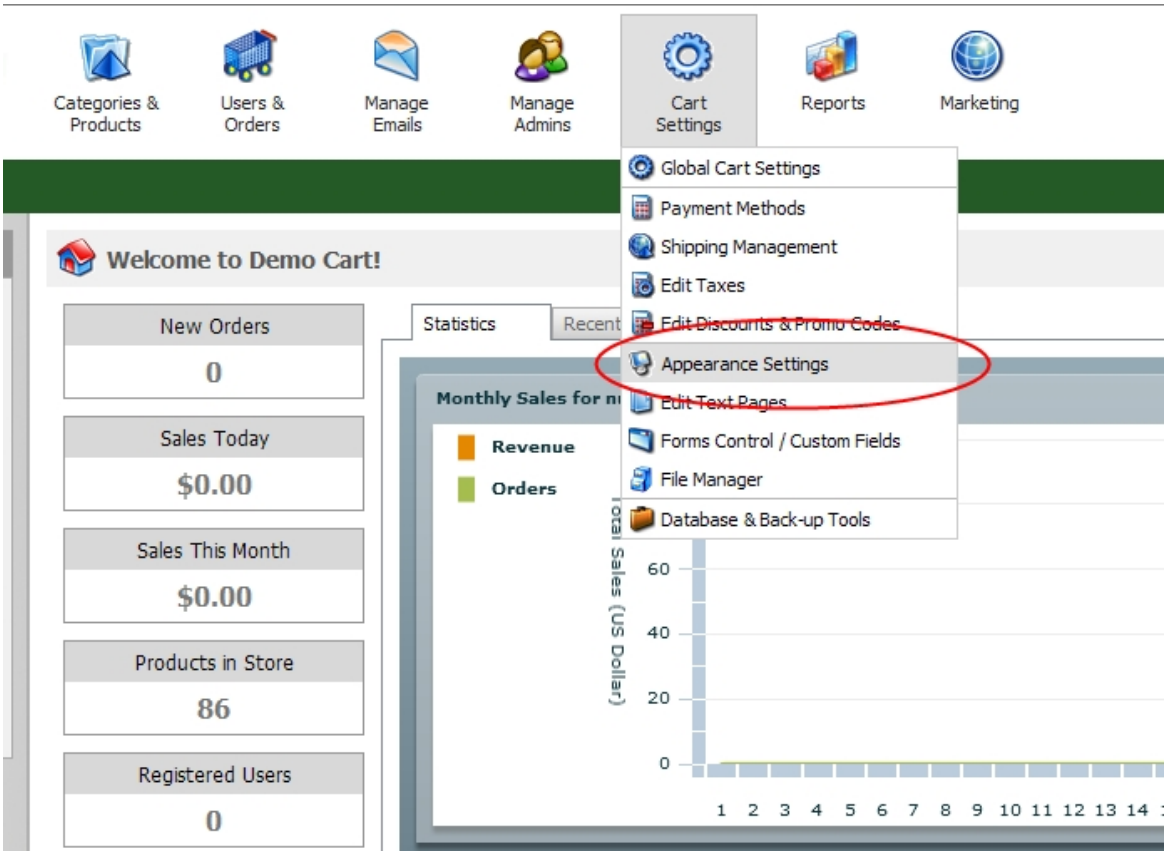
Catalog & Product Page Settings 232
Edit Site Home Page 236

6.6.1 Accessing Design Mode

One of the new features of **TurnKey Commerce 3.7** is our powerful **Design Mode** system, a fully functional visual editor that allows you to edit your site on the fly.

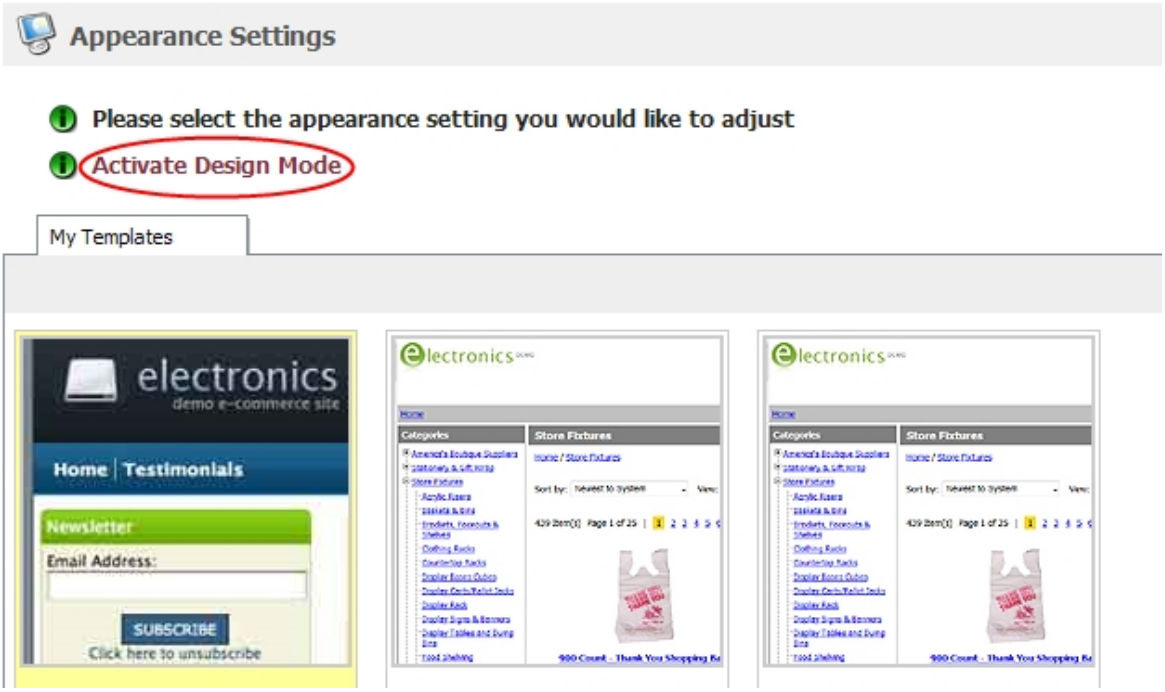
To access this new system you will want to go to **Cart Settings** and then to **Appearance Settings** as shown in figure below

© 2010



Once the **Appearance Settings** page loads, you will see a new, simplified screen shown below. You will want to click on **Activate Design Mode** to open up the new editor.

© 2010



Clicking on **Activate Design Mode** will bring you into your current front end, but with the addition of a new and very powerful editor as can be seen in the following image.

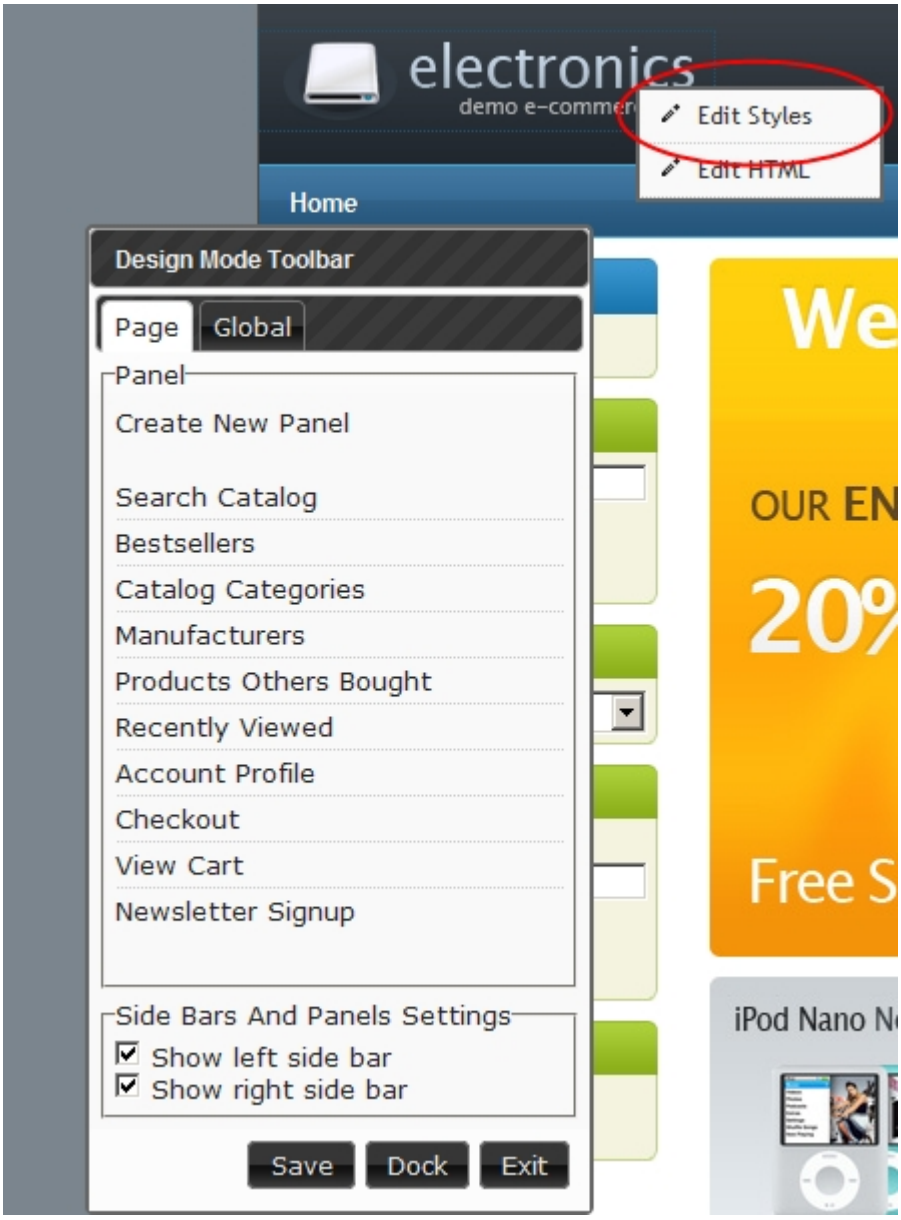
Design Mode is the new hub for making most visual changes to your site. The ensuing articles will show you how to use this tool to make both simple and advanced changes throughout your carts front end.

© 2010

6.6.1.1 Changing Site Images

In this section we will cover updating your site images using the **Design Mode** editor. For demonstration purposes, we will show how to change your default site logo. You will need to be in **Design Mode** to do this, so if you are unsure of how to access it please see the following article: Accessing Design Mode 226 .

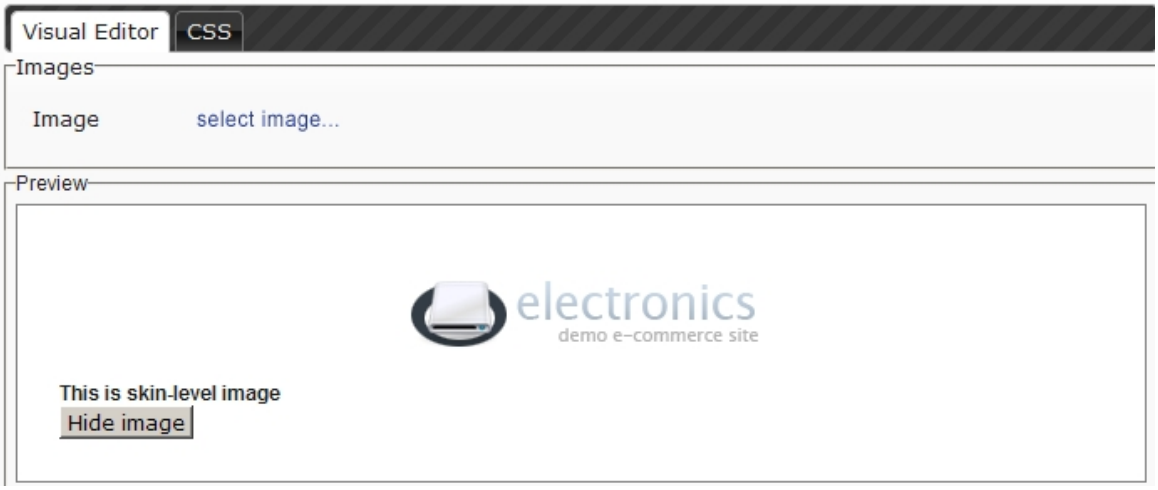
To change an image, your site logo in this case, you will need to right click on the logo and select **Edit Styles** as illustrated below



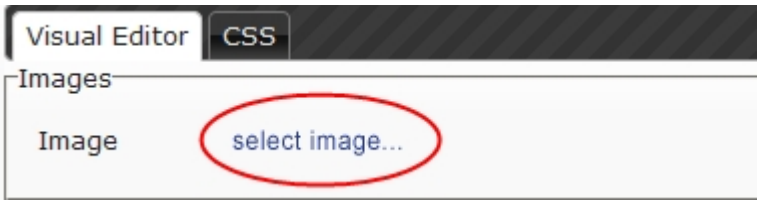
Doing this will launch the image manager for this specific default site image. Using this new image manager you will have the option to replace the image with your own,

© 2010

hide the image, as well as edit the css for this specific element of your site.



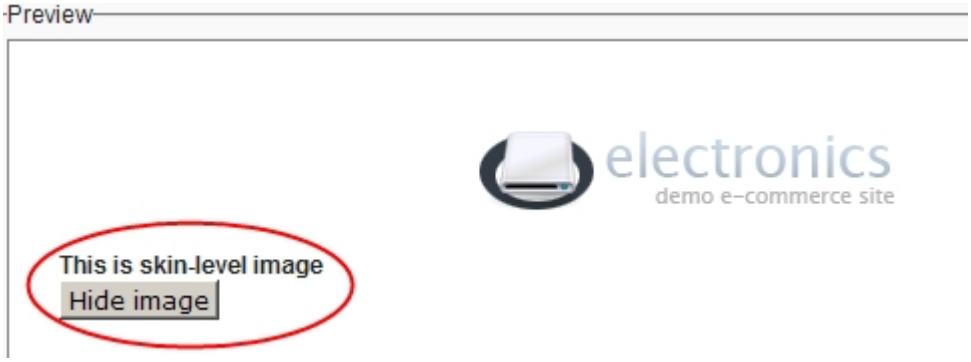
To replace the image, simply click on **select image** and use the file browser to choose your image and then upload it. You will know that it has been uploaded as the image will update on this screen.



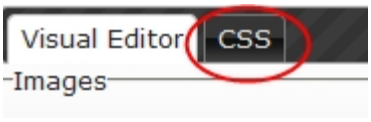
Once you see your image, you will want to scroll down and hit **Save** and then **Close** if you wish to make no other changes.

If you do not want image to appear in this location at all, you can choose to click on **Hide image** as well and then follow the same saving process as before.

© 2010



In addition to managing the image its self, you can also edit the css for this element by clicking on **CSS**



On this new tab, you will see the elements used as well as have the ability to enter in some of your own style code as well.

Images generally will not have a lot of css elements involved so you may not see much css code. As before, once you have made the changes you like, hit **Save** at the bottom of the page then **Close** to close the editor and return to your editor home screen.

© 2010

6.6.1.2 Changing Site Colors

Enter topic text here.

6.6.1.3 Changing Site Layout

Enter topic text here.

6.6.1.4 Adding A Background Image

Enter topic text here.

6.6.1.5 Editing Your Product Page

Enter topic text here.

6.6.1.6 Editing Your Catalog Page

Enter topic text here.

6.6.1.7 Adding In Your Own Box

Enter topic text here.

6.6.1.8 Managing Your Boxes

Enter topic text here.

6.6.1.9 Updating Your Site Headers

Enter topic text here.

6.6.1.10 Editing Your Site Top & Bottom

Enter topic text here.

6.6.2 Catalog & Product Page Settings

This section is used to enter catalog information. It allows you to setup catalog and product page views. You can also manage the number of products per page, size of the product image thumbnails and more.

To do **catalog settings**, follow the steps:

1. Open the **Appearance Settings** page.
2. Click **Catalog & Product Page Settings** in the **Appearance Settings** page.

Catalog Settings page opens.

© 2010

Note: By default, the **Catalog Settings** page opens under **Catalog Page Views** tab, as shown in the Figure 6-40-1 233 below.

To set **catalog page views**, follow the steps:

3. Under **Catalog Page Views** tab, select the **Catalog Views** and enter the **Catalog Settings**.
4. **Catalog Views:** Select the **catalog view available** by clicking on the respective check box, as shown in the Figure 6-40-1 below. Also, select the view, which will be active by default by clicking on the radio button.

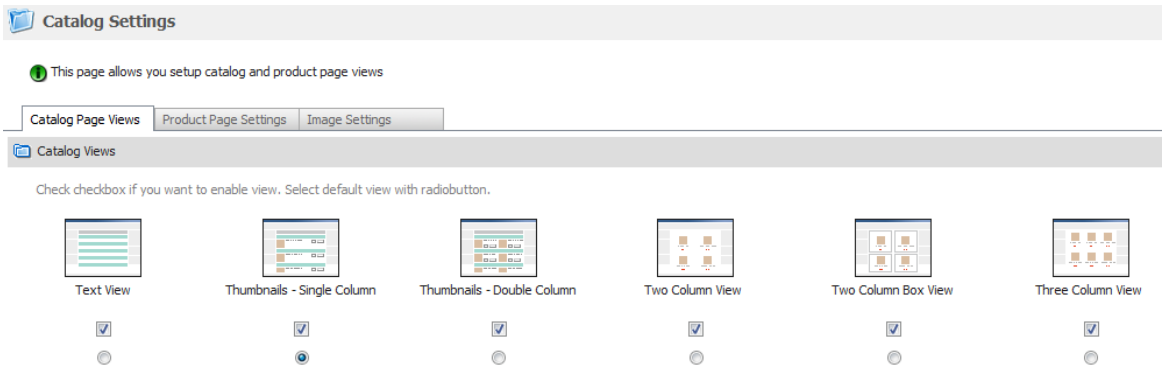

Catalog Settings
This page allows you setup catalog and product page views
Catalog Page Views
Product Page Settings
Image Settings
Catalog Views
Check checkbox if you want to enable view. Select default view with radiobutton.
Text View
Thumbnails - Single Column
Thumbnails - Double Column
Two Column View
Two Column Box View
Three Column View

Figure 6-40-1: Catalog Views

5. **Catalog Settings:** Enter the following information, as shown in the Figure 6-40-2 234 below:
    a. **List Products By:** Select sort order of product list from the drop down menu. By default, Priority is selected.
    b. **Products per Page:** Enter the number of products to be displayed per page. If you are displaying **thumbnail images**, it is advisable to keep the number below 30 so that the customers can easily view the page.
    c. **Pages Number in Navigation Bar:** Enter the number of page links that will be listed in **Catalog Navigation Bar**.
    d. **Replace Catalog With Alternative Navigation**: Select **Yes** from the drop-down menu to Replace catalog with alternative navigation. It will hide the menu on **Cart**, **Shipping** and **Invoice** page and will only show the catalog. On the other hand, selecting **No** will not replace catalog with alternative navigation.
    e. **Display subcat products in primary category:** Select **Yes** from the drop down menu to display subcategory products in primary category. Selecting **No** won't display subcategory products in primary category.
    f. **Display Products ID on catalog pages:** Select **Yes** to display product ID on catalog pages along with the product. On the other hand, selecting **No** will hide the product ID on catalog pages along with the product.

© 2010

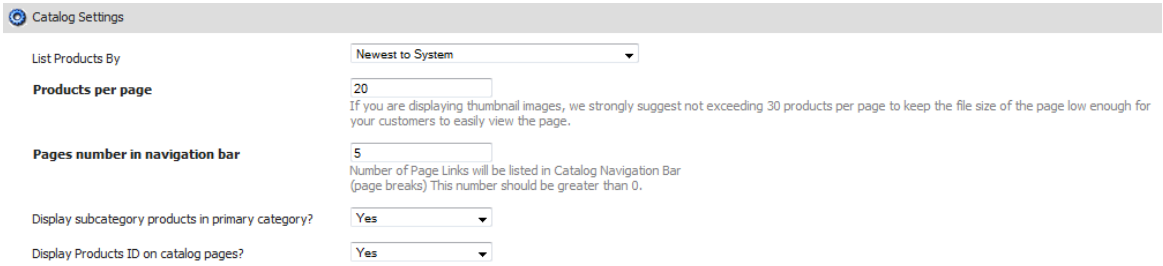

Catalog Settings
List Products By
Newest to System
Products per page
20
If you are displaying thumbnail images, we strongly suggest not exceeding 30 products per page to keep the file size of the page low enough for your customers to easily view the page.
Pages number in navigation bar
5
Number of Page Links will be listed in Catalog Navigation Bar (page breaks) This number should be greater than 0.
Display subcategory products in primary category?
Yes
Display Products ID on catalog pages?
Yes

Figure 6-40-2: Catalog Settings

6. If you want to cancel or start again, click on **Reset form** button.
7. Click **Save changes** button to save the catalog page views.
8. Here you can set up your price ranges so when viewing a particular category you can sort by the defined price ranges as shown in Figure 6-40-3

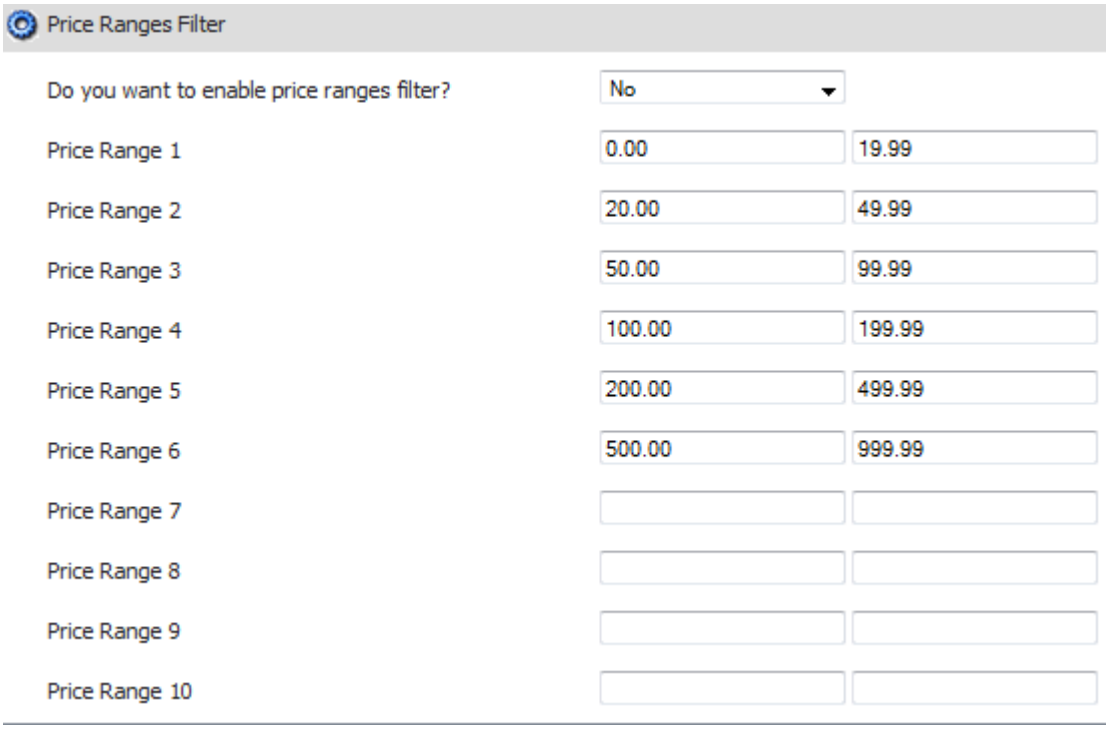


Figure 6-40-3: Price Range Filters

For **product page settings**, follow the steps:

1. Click **Product Page Settings** tab in the **Catalog Settings** page.
2. Enter the following information, as shown in the Figure 6-40-4 235 below:
   a. **Choose page style:** Choose a style from existing page style templates.
   b. **Recommended Product View:** Select how the product will be displayed on product page from the drop-down menu.
   c. **Recommended Products on Product Page:** Select the number of recommended products to be displayed on product page from the drop-down menu.
   d. **Send Email to a Friend As:** Select the format (**HTML** or **Text**) of the

© 2010

email if a customer wants to notify a friend about a product through email. You can also disable this feature by selecting **Feature Disabled** from the drop-down menu.

e. **Image Zooming:** Select 'Zoom', 'Magnify' or 'None' Depending on the affect you want to give on your product images on the product page.

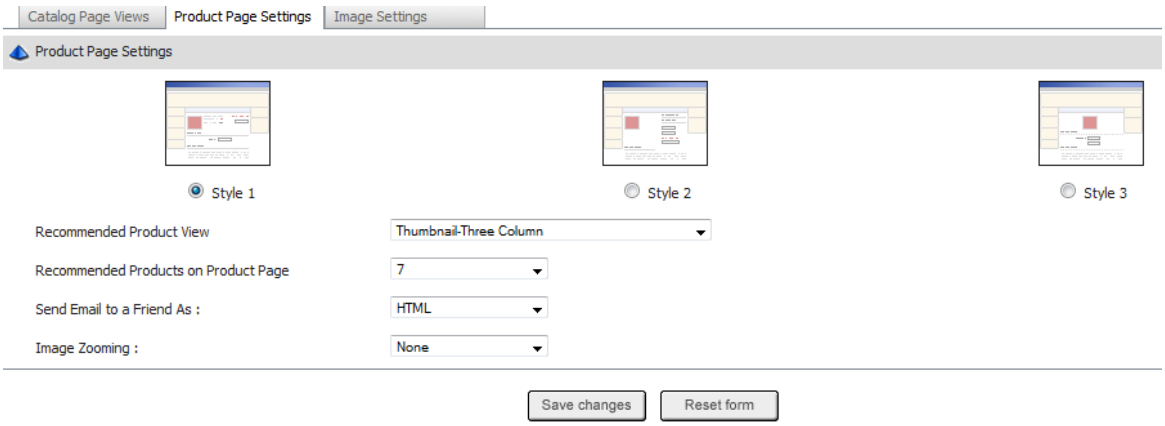


Figure 6-40-4: Product Settings Page

3. If you want to cancel or start again, click on the **Reset form** button.
4. Click **Save changes** button to save the product page settings.

For **Image settings**, follow the steps:

1. Click **Image Settings** tab in the **Catalog Settings** page.
2. Enter the following information, as shown in the Figure 6-40-5 236 below:
   a. **Thumbnail image size:** Set **Catalog image thumbnail size**, in pixels. It is recommended to have the image size between 50 and 120 pixels.
   b. **Thumbnail Image Type:** Select the Products image thumbnail type from the drop-down menu.
   c. **Image on product page size:** Set the **Products image thumbnail size**, in pixels. It is recommended to have the image size between 200 and 400 pixels.
   d. **Image on Product Page Image Type:** Select the image type on Product page from the drop-down menu.

Note: If you make a change to image sizes, you will need to regenerate thumbnails using the Thumbnail Generator 55.

© 2010

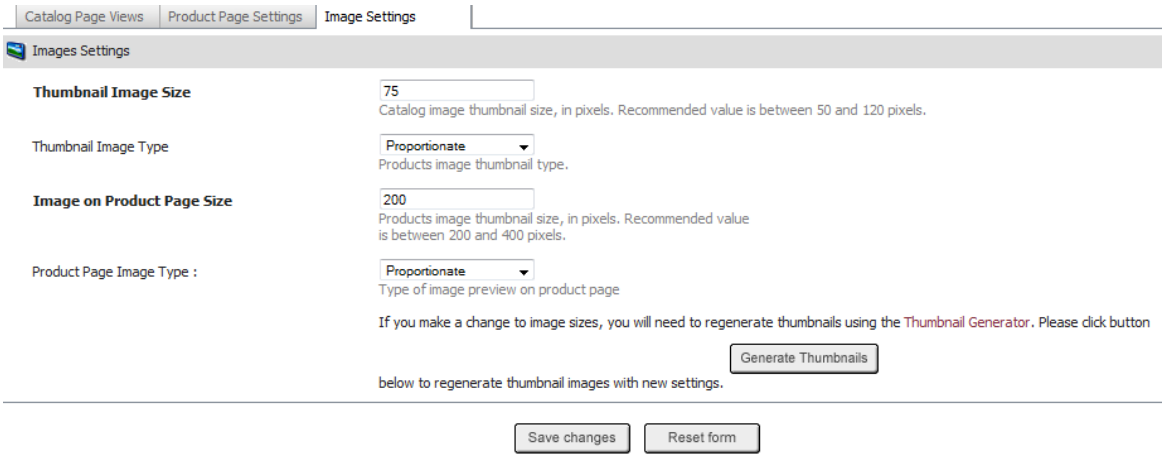

Catalog Page Views
Product Page Settings
Image Settings
Images Settings
Thumbnail Image Size
75
Catalog image thumbnail size, in pixels. Recommended value is between 50 and 120 pixels.
Thumbnail Image Type
Proportionate
Products image thumbnail type.
Image on Product Page Size
200
Products image thumbnail size, in pixels. Recommended value is between 200 and 400 pixels.
Product Page Image Type :
Proportionate
Type of image preview on product page
If you make a change to image sizes, you will need to regenerate thumbnails using the Thumbnail Generator. Please click button
Generate Thumbnails
below to regenerate thumbnail images with new settings.
Save changes
Reset form

Figure 6-40-4: Image Settings Page

3. If you want to cancel or start again, click on the **Reset form** button.
4. Click **Save changes** button to save the image settings.

6.6.3 Edit Site Home Page

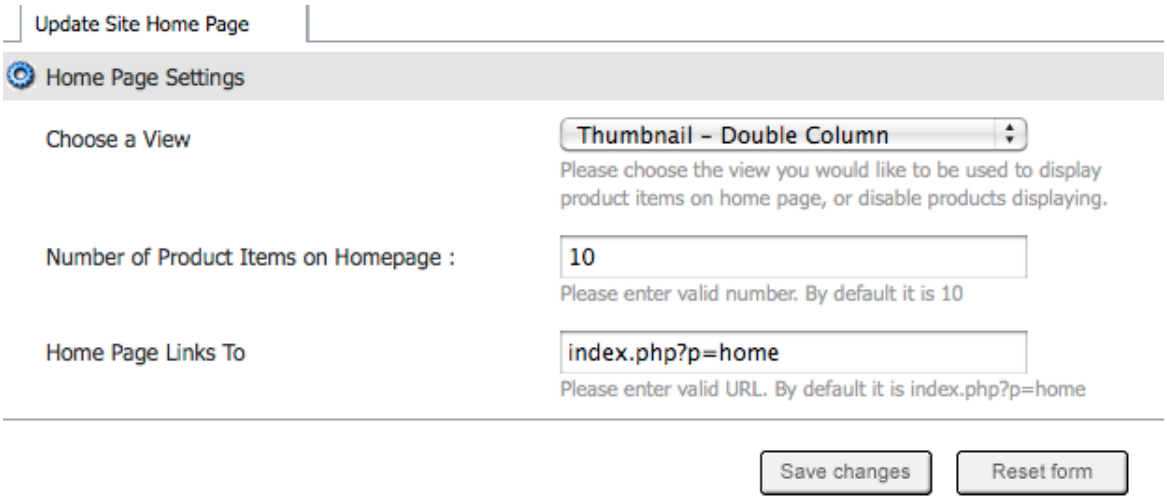
This section allows you to add/edit a custom content to RedTie home page. To get the correct look, be sure to use HTML.

To go to **site home** page, follow the steps:

1. Open the **Appearance Settings** page.
2. Click **Edit Site Home Page** in the **Appearance Settings** page.

Site Home Page opens, as shown in the image below.

© 2010


Update Site Home Page
Home Page Settings
Choose a View
Thumbnail - Double Column
Please choose the view you would like to be used to display product items on home page, or disable products displaying.
Number of Product Items on Homepage :
10
Please enter valid number. By default it is 10
Home Page Links To
index.php?p=home
Please enter valid URL. By default it is index.php?p=home
Save changes
Reset form

3. **Site Home Page:** Enter the following information:
   a. **Home Page Settings:** Choose the view you would like to be used to display product items on Home Page, or disable products displaying by selecting **No products on Home Page** from the **Choose a View** drop down menu. You can also decide the number of product to be displayed on Home Page, by default it is 10 and enter the URL with which the Home Page is linked. By default, it is index.php?p=home.

4. Click **Save changes** button to save details about the Site Home Page.

6.7 Edit Text Pages

This section is used for content management settings. You can add and manage (edit and delete) the site text pages of TurnKey Commerce with the help of this section. To know in detail about the following sections, click on the respective links below:

Add a New Text Page 237
Edit 240
Delete 240

6.7.1 Add a New Text Page

You can use this section to add and manage the custom page of TurnKey Commerce.

To **add a new custom text** page on TurnKey Commerce, follow the steps:

1. Click **Edit Text Pages**, as shown in the Figure 6-47-1 below.

© 2010

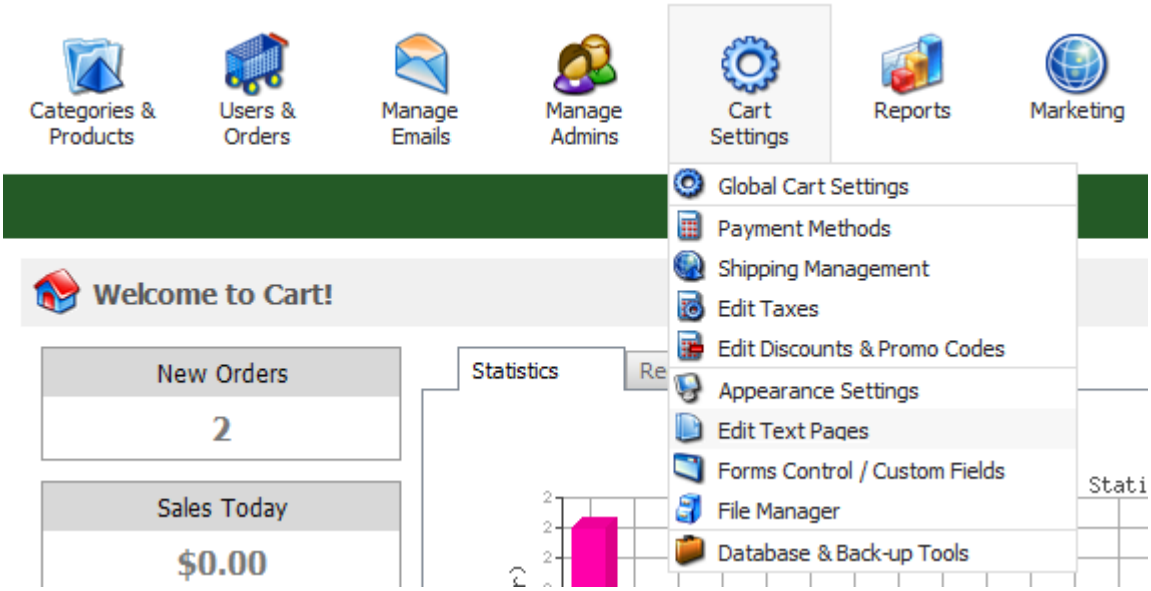


Figure 6-47-1: Edit Text Pages

2. The **Site Text Pages** will open, as shown in the Figure 6-47-2 below.

Note: You can also open the **Site Text Pages** directly by clicking on **Edit Text Pages** link in the Admin Area Home page 9.

It is recommended not to delete the four pre-defined text pages (**Terms and Conditions**, **About Us**, **Contact Information** and **How to Enable Cookies**).

You can also **edit** and **delete** the text pages from the **Site Text Pages.** To know more about editing 240 and deleting 240 a **text page**, click on each of the links.

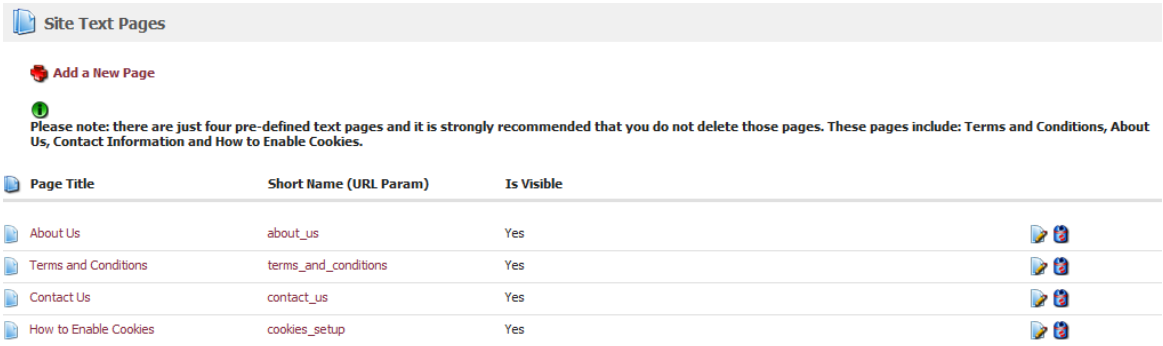


Figure 6-47-2: Site Text Pages

3. In the **Site Text Pages**, click on **Add a New Page** link.

The **Site Page (insert)** page will open.

4. **Common Page Information:** Enter the following information:
   a. **Short Name:** Enter a name for the page.
   b. **Page Title:** Enter a page title for the menu.
   c. **Is This Page Visible:** Select **Yes** from the drop down menu if you want this page to be visible to the users. Selecting **No** will hide the

© 2010

page.

d. **Priority:** Rank a page within your website using the priority feature. You can select this on a scale of 1 to 10, where 1 has the highest priority. The higher the number, the higher the page will be listed.

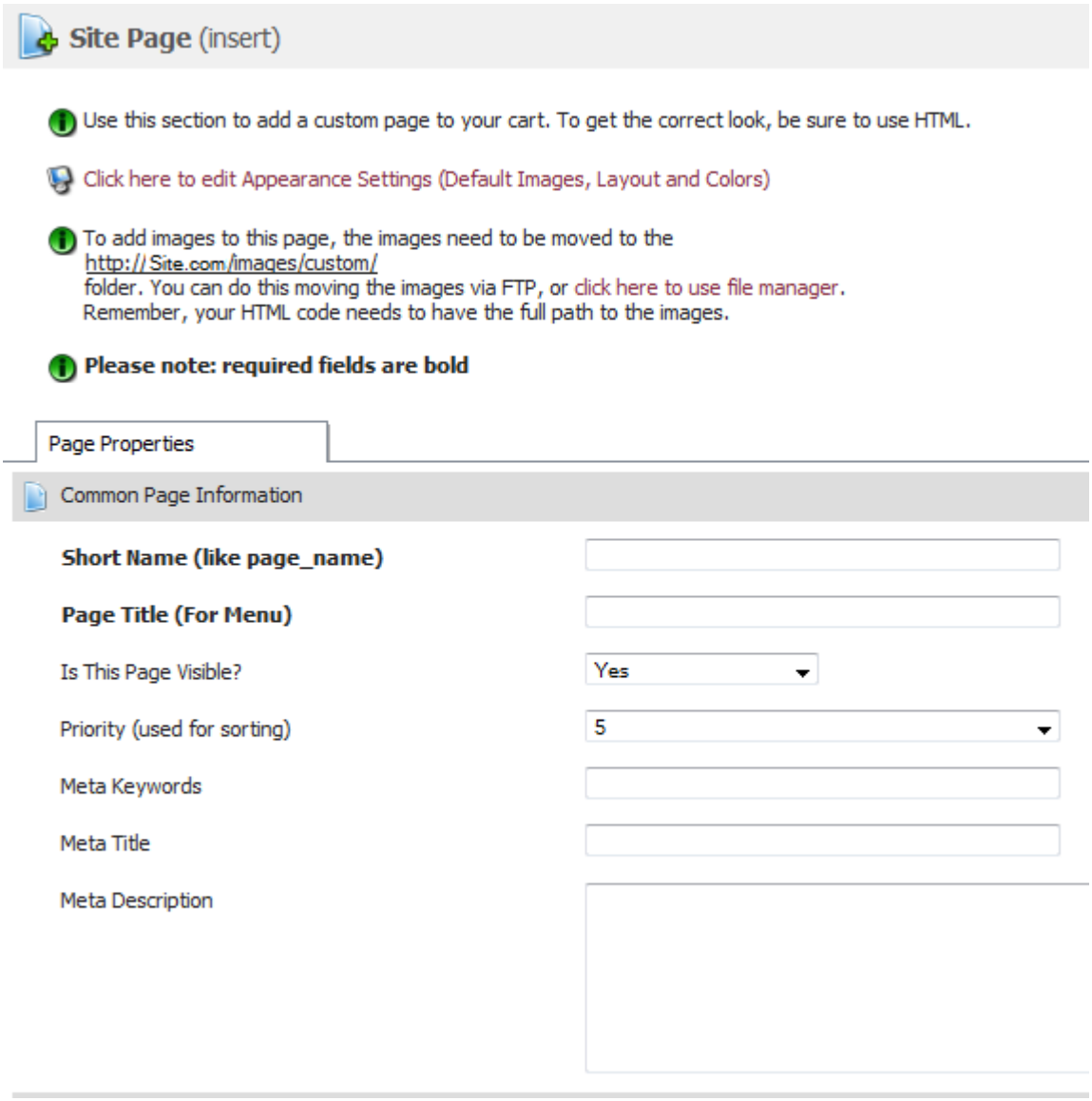

Site Page (insert)
Use this section to add a custom page to your cart. To get the correct look, be sure to use HTML.
Click here to edit Appearance Settings (Default Images, Layout and Colors)
To add images to this page, the images need to be moved to the
http://Site.com/images/custom/
folder. You can do this moving the images via FTP, or click here to use file manager.
Remember, your HTML code needs to have the full path to the images.
Please note: required fields are bold
Page Properties
Common Page Information
Short Name (like page_name)
Page Title (For Menu)
Is This Page Visible?
Yes
Priority (used for sorting)
5
Meta Keywords
Meta Title
Meta Description

Figure 6-47-3: Common Page Information

5. **Link Locations:** Select **Yes** from the drop down menu for **Top** or **Bottom**, wherever you want the **link locations** and choose **No** for the other option, as shown in the Figure 6-47-4 below.

Figure 6-47-4: Common Page Information

© 2010

6. **Page HTML:** Enter text in the **Page HTML box**.
7. You can also create an eye-catching description by clicking **Edit HTML Online** in **Page HTML**.

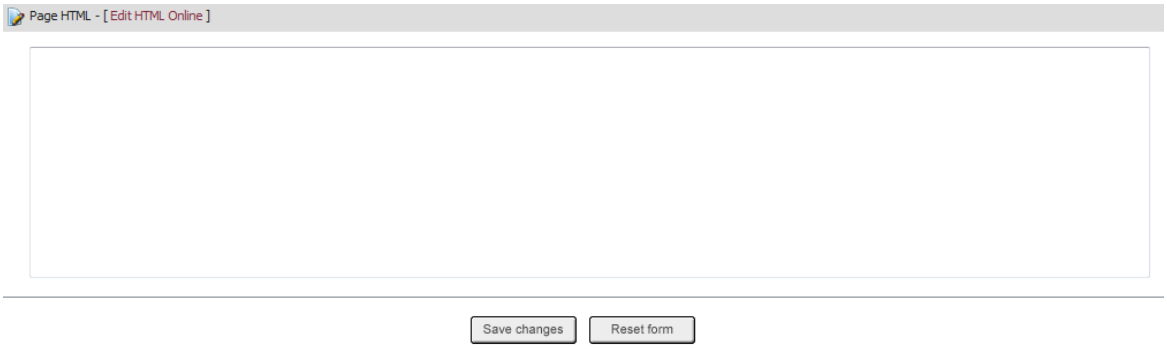


Figure 6-47-5: Page HTML

8. If you want to cancel or start again, click on **Reset form** button.
9. Click **Save changes** button to save details about the new text page. You will get a confirmation message that the **new page has been added successfully**.

6.7.2 Edit a Text Page

To **edit a text page**, follow the steps:

1. Open 237 the **Site Text Pages**.
2. Click **Edit Page** icon for a text page you want to modify.
3. The **Site Page (update)** opens, where you can modify all the parameters.
4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information. You will get a confirmation message that the **new page has been updated successfully**.

6.7.3 Delete a Text Page

To **delete a text page**, follow the steps:

1. Open 237 the **Site Text Pages**.
2. Click **Delete Page** icon for a text page you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-48-1 below.

© 2010

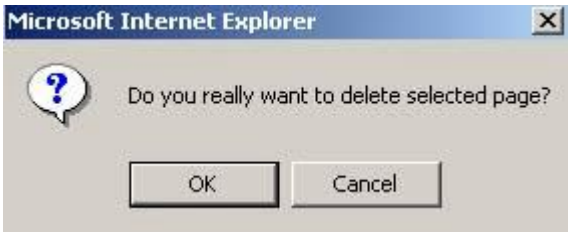


Figure 6-48-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the page has been removed successfully.

6.8 Forms Control/ Custom Fields Overview

You can use this section to manage forms and custom fields. In addition, you can also control the standard fields like Company Name and Phone in Billing and Shipping information. You can also create a custom field as well as manage the existing fields. To know more about Forms Control/ Custom Fields section, click on the links below.

Add Custom Field 241
Edit 244
Delete 245

6.8.1 Add Custom Field

You can use this section to add a custom field. To **insert a new custom field**, follow the steps:

1. Click **Forms Control/ Custom Fields**, as shown in the Figure 6-49-1 below.

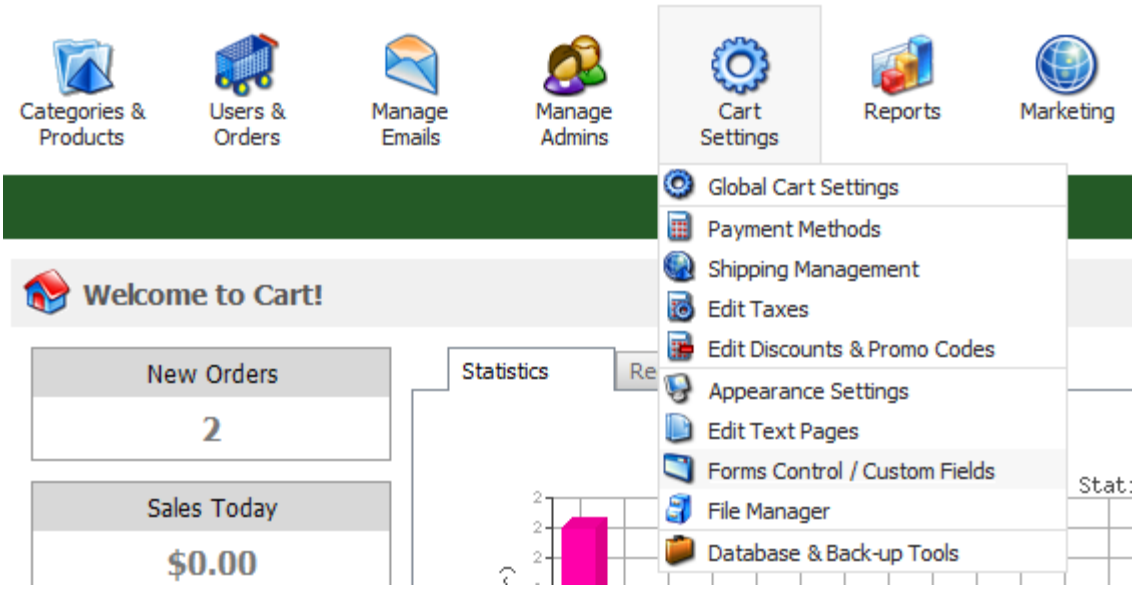


Figure 6-49-1: Forms Control/ Custom fields

2. **Add Forms Control/ Custom Fields** page will open, as shown in the Figure 6-49-2 below.

Note: You can control the **Standard Fields** by clicking on the radio button (**Required**, **Not Required** and **Not Available**) after each field. Once selected, click **Save changes** button to update.

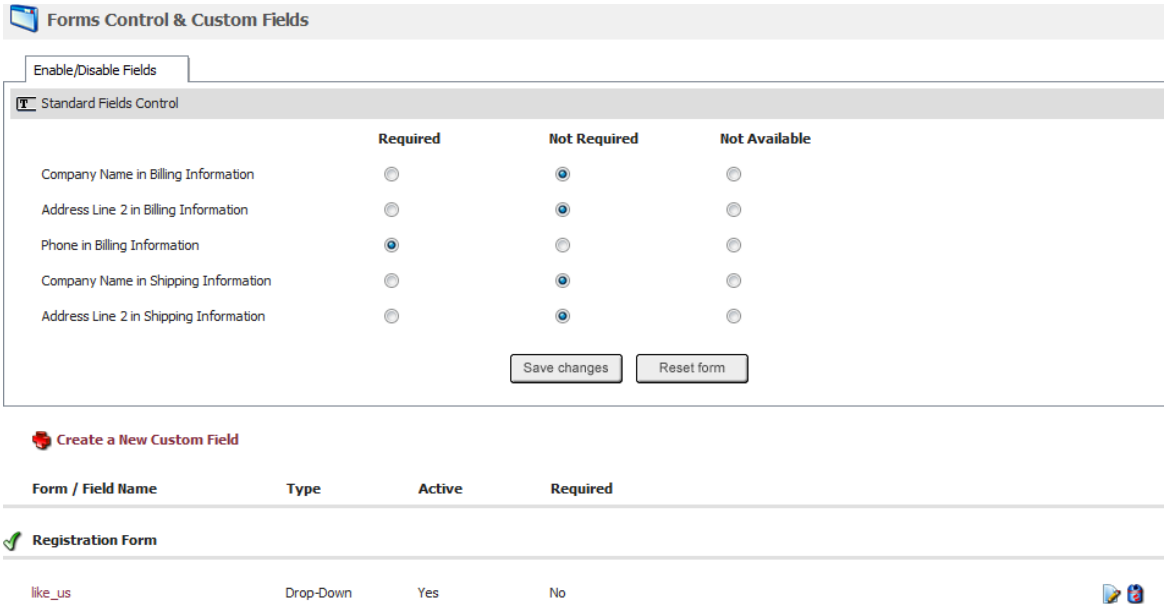


Figure 6-49-2: Add Forms Control/ Custom Fields page

3. Click on **Create a New Custom Field** link to open **Custom Field (Insert)** page, as shown in the Figure 6-49-3 below.

© 2010

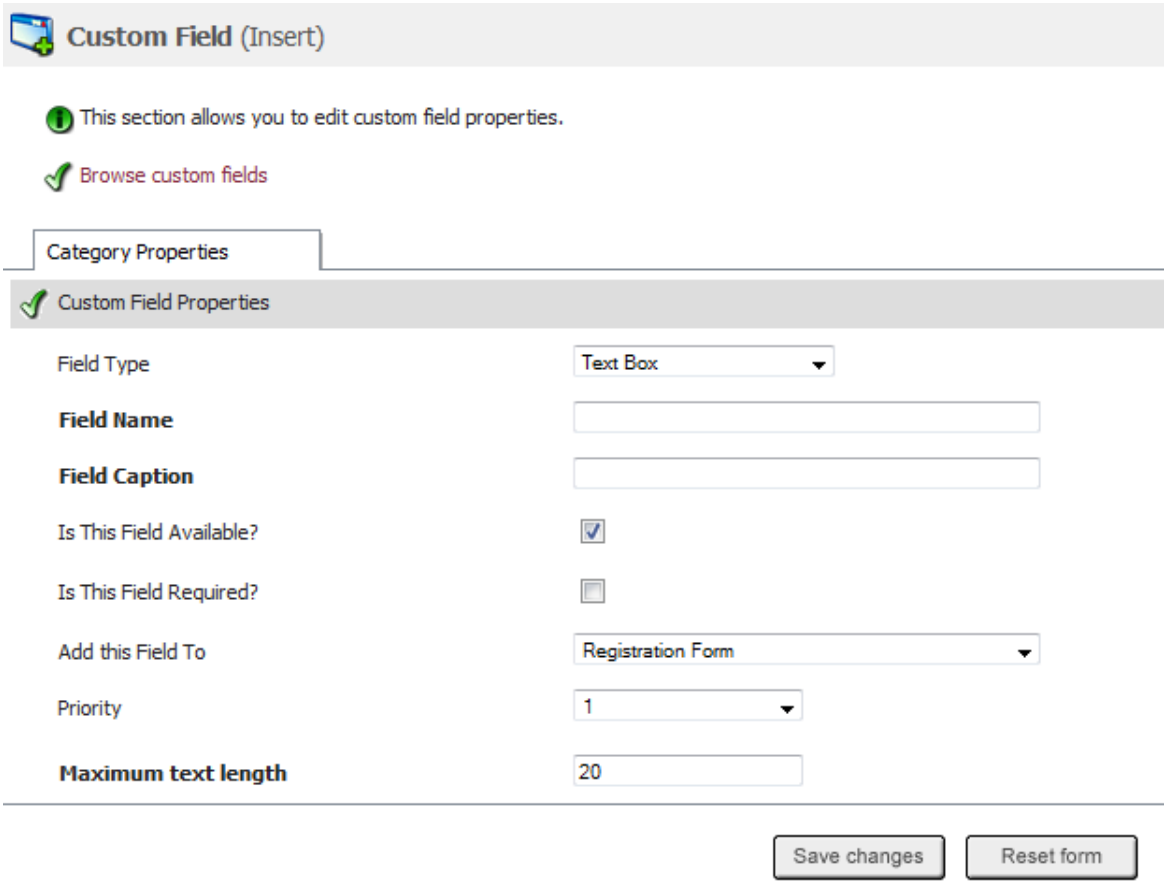


Figure 6-49-3: Custom Field (Insert)

4. Scroll down to **Custom Field Properties** and then enter the following information:
   a. **Field Type**: Use the drop-down menu to select the type of field (**Text Box** , **Drop-Down**, **Radio Buttons**, **Checkbox** and **Text Area**).
   b. **Field name**: Enter the name of the field
   c. **Field Caption**: Enter the caption of the field.
   d. **Is this field available**: Select this checkbox to make this an available field.
   e. **Is this field required**: Select this checkbox to make this a required field.
   f. **Add this field to**: Use the drop-down menu to select a section to which this field will be added.
   g. **Priority**: Assign a priority to this field from the drop-down menu. You can select this on a scale of 1 to 9, where 1 is given the highest priority.
   h. **Maximum text length**: Enter the maximum length of the text to be typed in the field.

Note: Maximum text length can only be entered for a **Text Box** field.

   i. **Options (one per line)**: Enter the options to be displayed in the drop-down/ radio button menu.

Note: **Options (one per line)** can only be entered for **Drop-Down** or **Radio Buttons** field.

© 2010

j. **Checked/ Unchecked value**: Enter the values as Yes/No to determine the behavior of the field when it is checked/ unchecked.

Note: Checked/ Unchecked value can only be entered for a **Checkbox** field.

5. If you want to cancel or start again, click on the **Reset form** button.
6. Click on **Save Changes** button to add a new field.

6.8.2 Edit Custom Field

You can use this option to edit a custom field.

To **edit a custom field**, follow the steps:

1. Open 241 the **Add Forms Control/ Custom Fields** page.
2. Click on **Edit Custom Field** icon to open **Custom Field (Update)** page, as shown in the Figure 6-50-1 below.
3. You can modify all the parameters for an existing field under **Custom Field Properties**.

© 2010

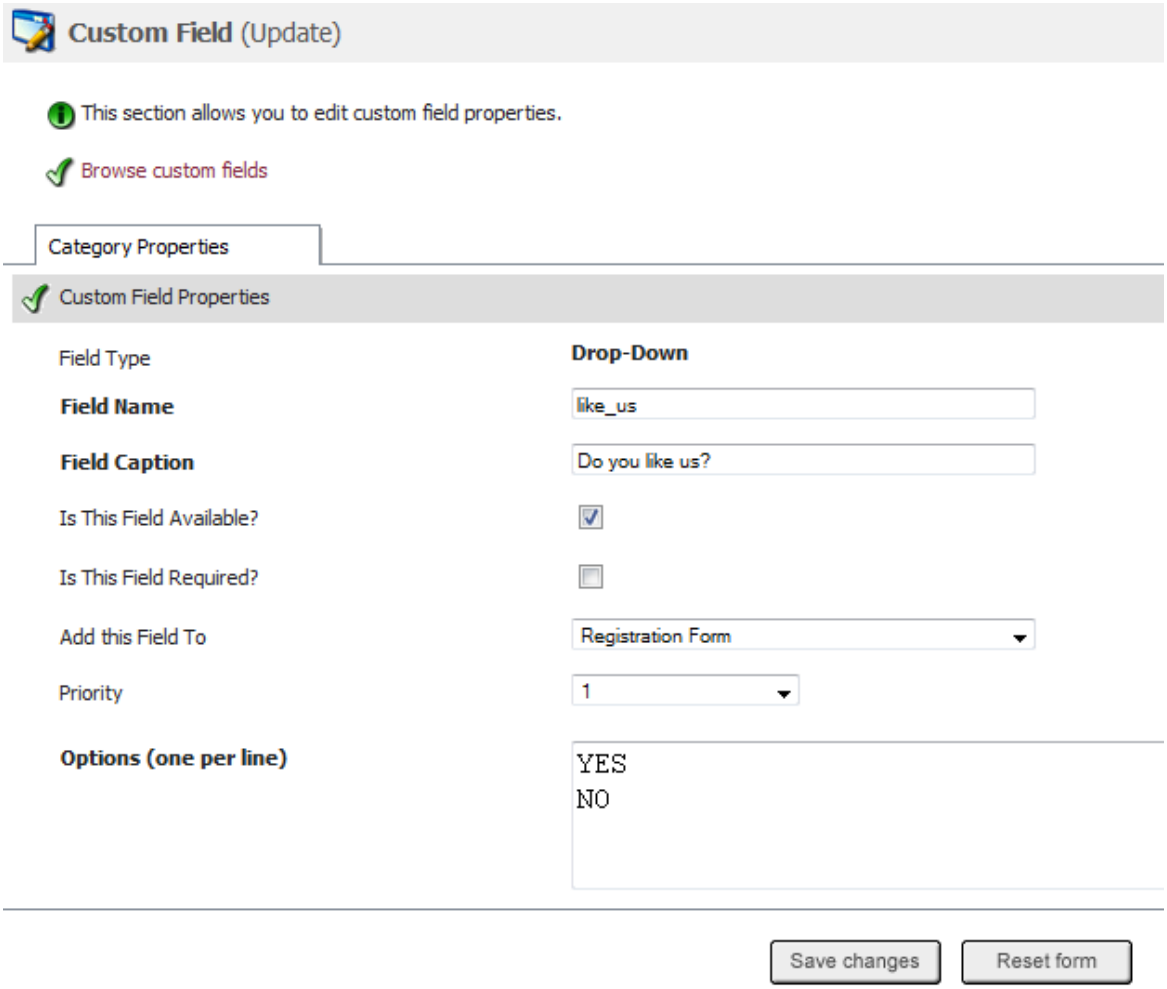


Figure 6-50-1: Custom Field (Update) page

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

6.8.3 Delete Custom Field

You can use this option to delete a custom field.

To delete **a custom field**, follow the steps:

1. Open 241 the **Add Forms Control/ Custom Fields** page.
2. Click on **Delete Custom Field** icon. A popup confirmation box will appear, as shown in Figure 6-51-1 below.

© 2010

Figure 6-51-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

6.9 File Manager

This section will allow you to manage your files on your website. You can edit and delete files using this section.

For **managing your files**, follow the steps:

1. Click **File Manager**, as shown in the Figure 6-52-1 below.

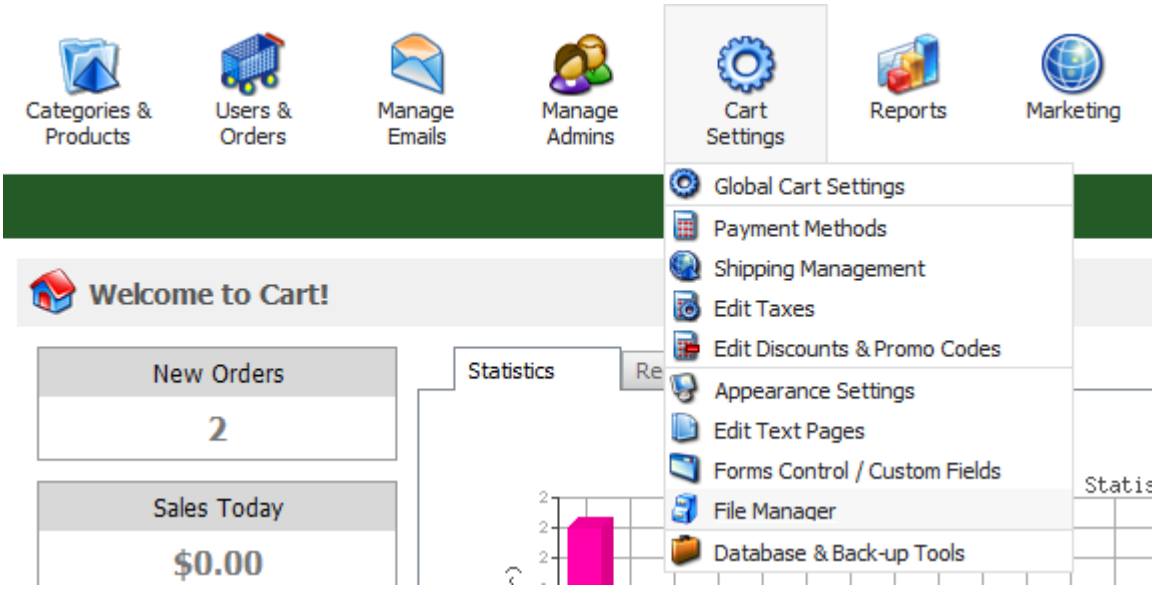
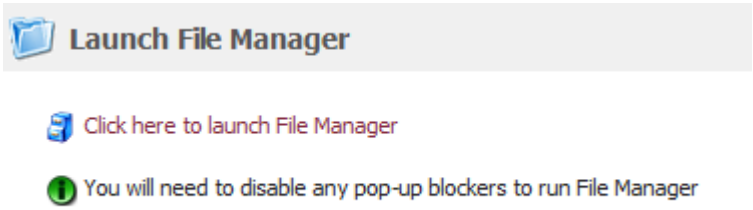


Figure 6-52-1: File Manager

Launch File Manager page will open, as shown in the Figure 6-52-2.



© 2010

Figure 6-52-2: Launch File Manager

2. Click on **Click here to launch File Manger** link to open **Files Manager (browser)** window, as shown in the Figure 6-52-3 247 below.

Note: You can also directly open the **Files Manager (Browser)** window, by clicking on **File Manager** link in the Admin Area Home page 9.

You will need to disable the pop-up blockers to run File Manager.

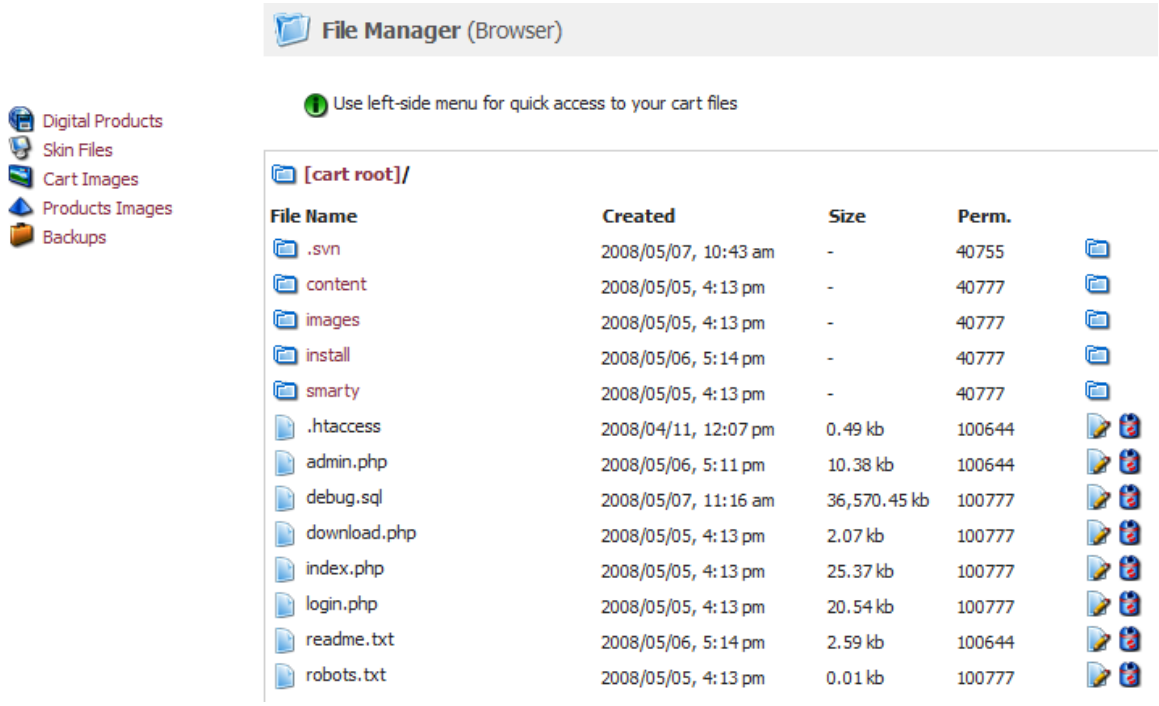

File Manager (Browser)
Use left-side menu for quick access to your cart files
Digital Products
Skin Files
Cart Images
Products Images
Backups
[cart root]/
File Name Created Size Perm.
.svn 2008/05/07, 10:43 am - 40755
content 2008/05/05, 4:13 pm - 40777
images 2008/05/05, 4:13 pm - 40777
install 2008/05/06, 5:14 pm - 40777
smarty 2008/05/05, 4:13 pm - 40777
.htaccess 2008/04/11, 12:07 pm 0.49 kb 100644
admin.php 2008/05/06, 5:11 pm 10.38 kb 100644
debug.sql 2008/05/07, 11:16 am 36,570.45 kb 100777
download.php 2008/05/05, 4:13 pm 2.07 kb 100777
index.php 2008/05/05, 4:13 pm 25.37 kb 100777
login.php 2008/05/05, 4:13 pm 20.54 kb 100777
readme.txt 2008/05/06, 5:14 pm 2.59 kb 100644
robots.txt 2008/05/05, 4:13 pm 0.01 kb 100777

Figure 6-52-3: Files Manager (Browser) window

3. Click **Open Folder** icon under **Action** to open a folder.
4. Click **Edit File** icon to edit a file and **Delete File** icon to delete a file. After editing and deleting a file, click **Save changes** button.
5. Click **Browse** under **Upload New File Into This Folder** to upload a new file. The maximum file size must not exceed 2MB.

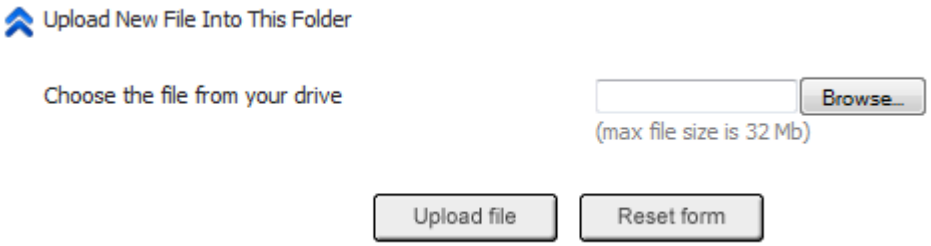


Figure 6-52-4: Upload New File

6. If you want to cancel or start again, click on the **Reset form** button.
7. Click **Upload file** button to upload a new file.

6.10 Database & Back-up Tools

You can use this section to perform important database management tasks. You can export the database records to your local computer, backup the database records and restore them, if required and can also clear existing database records. To know more about the Database and Backup-tools, click on the following links below.

Data Export 248
Backup/Restore 248
Clear Database 251

6.10.1 Backup/Restore Overview

You can use this section to perform backup of your database records, restore them and delete an existing backup. To know more about backup/restore, click on the links below.

Create Backup 249
Restore 250
Delete 251

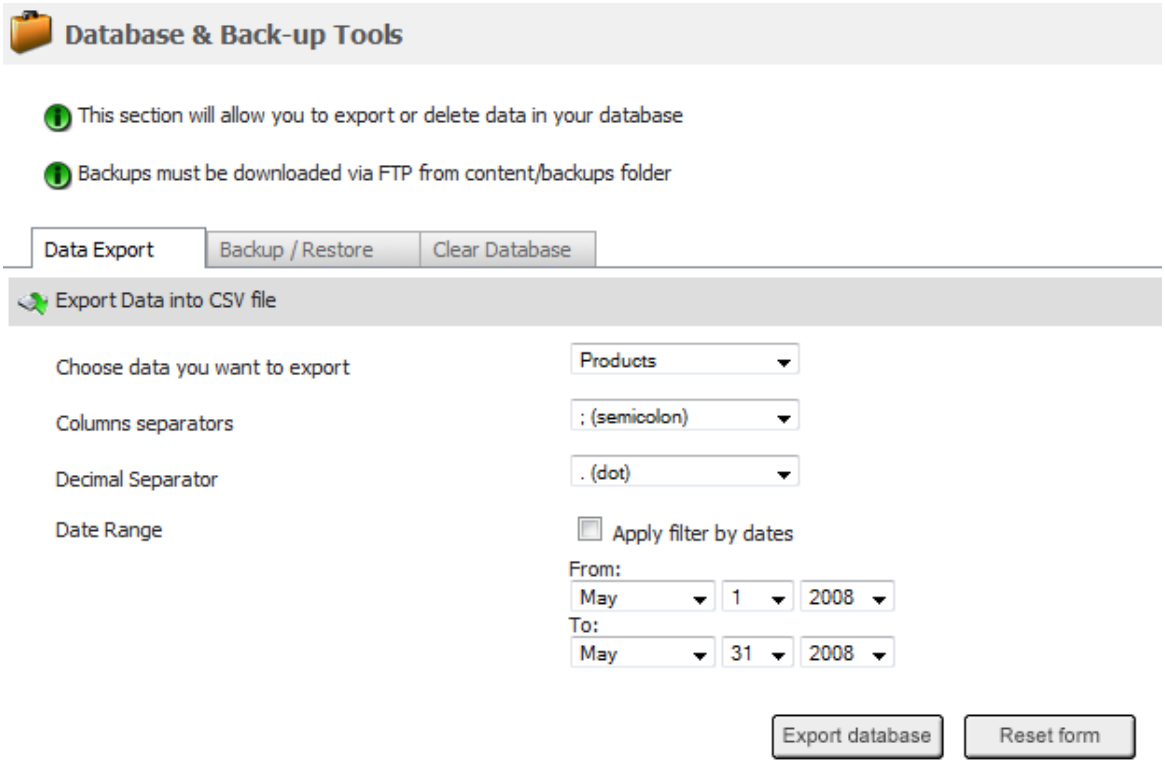
6.10.1.1 Data Export

You can use this section to export your products, orders or users..

To export any of the above, follow the steps:

1. Open the **Database & Back-up Tools** page.
2. Click on **Data Export** tab to open **Data Export** page, as shown in Figure 6-54-1.
3. Select the data you want to export from the pull down list.
4. Select if you want the columns separated with a **,** or a **;**
5. Select the Decimal Separator.
6. Now you can select to pull the data from the database within a certain date range or not.

© 2010



7. Once done with that you can hit **Export database** and you will be prompted to save the csv file to your local computer.

6.10.1.2 Create Backup

You can use this section to create a backup of your existing database records.

To create a **backup**, follow the steps:

1. Open 248 the **Database & Back-up Tools** page.
2. Click on **Backup/ Restore** tab to open **Backup/ Restore** page, as shown in Figure 6-54-1.
3. Select the categories you want backup from **Backup TurnKey Commerce** list.

Note: You can also select all categories by clicking the **check all** link under **Backup TurnKey Commerce**.

© 2010

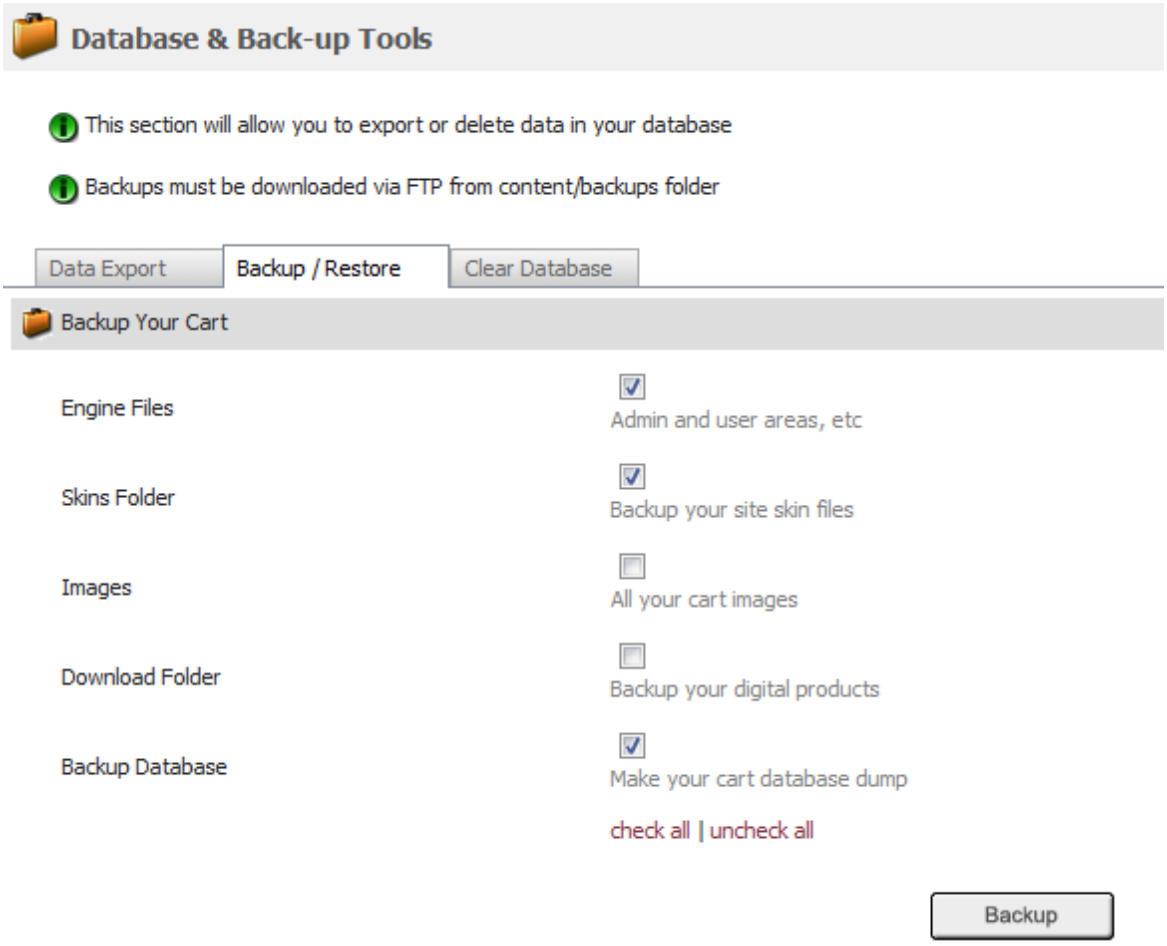


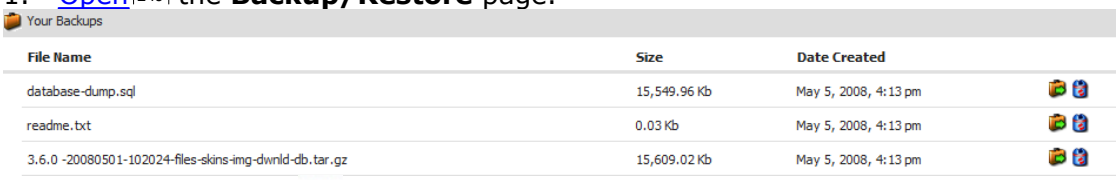
Figure 6-54-1: Backup/Restore page

4. Click on the **Backup** button to create a backup. The created backup can be seen under **Your Backups**.

6.10.1.3 Restore Backup

To restore backup:

1. Open 249 the **Backup/Restore** page.



2. Click on **Restore** icon under **Your Backups** to perform restoration using an existing backup. A popup box will appear requesting your confirmation.

© 2010

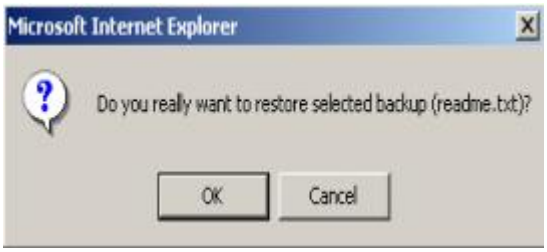


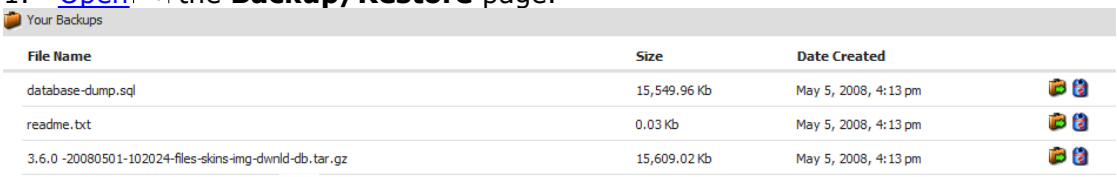
Figure 6-55-1 – Restore backup page

3. Click **OK** button to confirm restoration.

6.10.1.4 Delete Backup

You can use this section to delete an existing backup.

1. Open 249 the **Backup/Restore** page.



2. Click on **Delete** icon to remove an existing backup from **Your Backup** list. A popup box will appear requesting your confirmation.

Figure 6-56-1: Delete Backup/Restore Page

3. Click **OK** button to confirm deletion.

6.10.1.5 Clear Database

You can use this section to delete your existing database records.

To clear the database, follow the steps:

1. Open the **Database & Back-up Tools** page.
2. Click on **Clear Database** tab to open **Clear Database** page, as shown in the Figure 6-57-1.
3. Select the sections that you want to remove under **Clear Database**.

Note: You can also select all sections by clicking the **check all** link.

© 2010

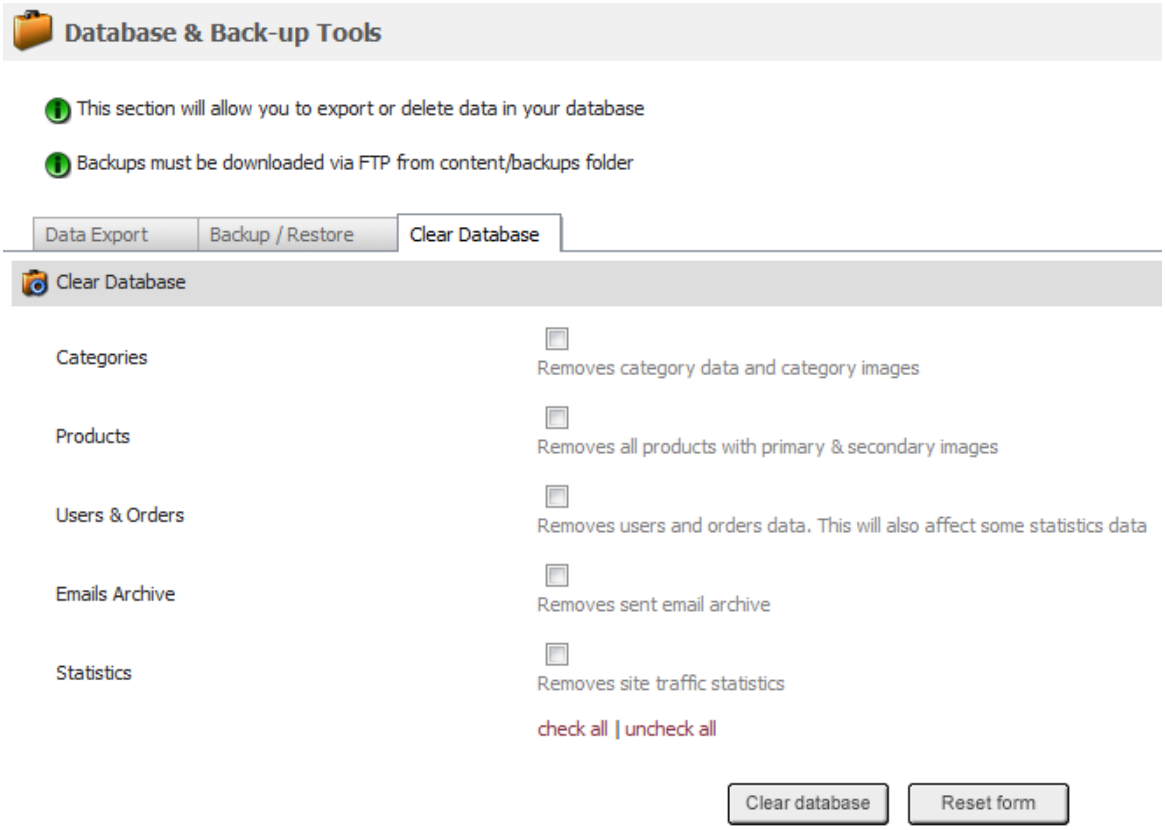

Database & Back-up Tools
This section will allow you to export or delete data in your database
Backups must be downloaded via FTP from content/backups folder
Data Export
Backup / Restore
Clear Database
Clear Database
Categories
Removes category data and category images
Products
Removes all products with primary & secondary images
Users & Orders
Removes users and orders data. This will also affect some statistics data
Emails Archive
Removes sent email archive
Statistics
Removes site traffic statistics
check all | uncheck all
Clear database
Reset form

Figure 6-57-1: Clear Database

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Clear database** button to delete the data.

© 2010

Top Level Intro

This page is printed before a new
top-level chapter starts

Part

7 Charts and Reports

This section will give your statistics details. To know specifically about the following sections, click on respective links below:

Charts 254
Reports 256

7.1 Charts

In this section you can view monthly graphical representation of total pages viewed, unique hosts and sales in US Dollars.

To view this data, follow the steps:

1. Click **Charts**, as shown in the Figure 7-1-1 below.

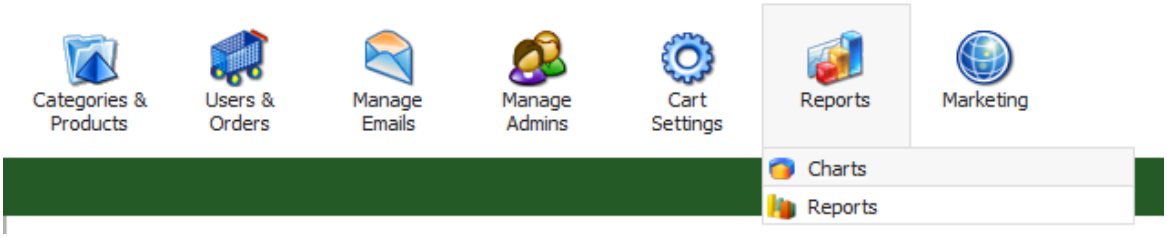


Figure 7-1-1: Charts

2. The **Charts** page will open, as shown in the Figure 7-1-2 255 below.

Note: You can also open the **Charts** page directly by clicking on **Charts** link in the Admin Area Home page 9.

3. In the **Charts** page, under **Select Period & Charts Type**, select a **month**, **year** and **chart type** (**Bars**, **Lines**, **Dots**, etc.) from the drop-down menu.

© 2010

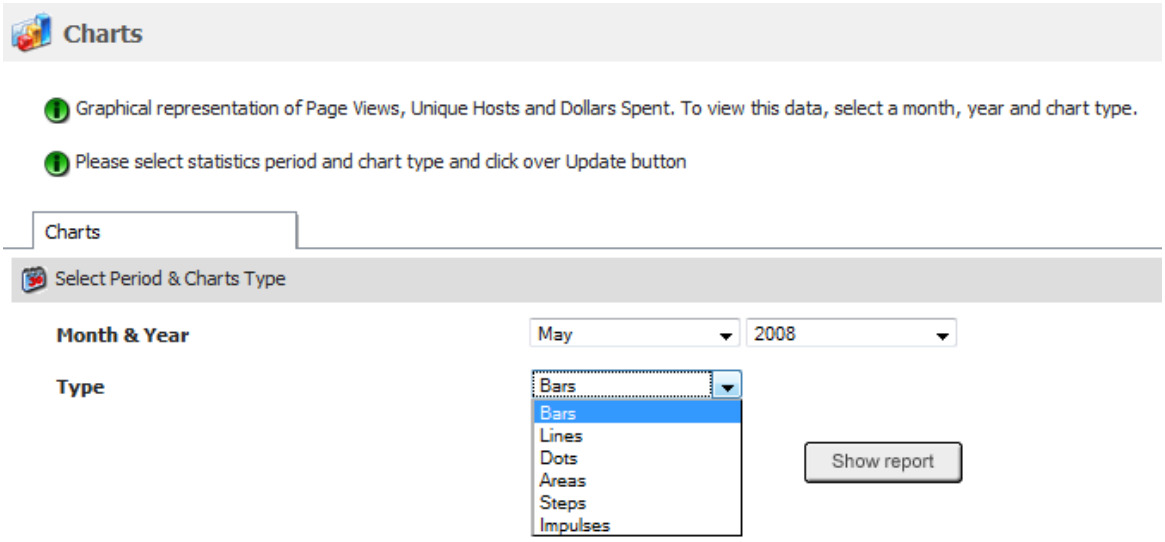


Figure 7-1-2: Charts Page

4. Click **Show report** button.
5. The graphical representation of the selected month & year will open, as shown in the Figure 7-1-3 below.

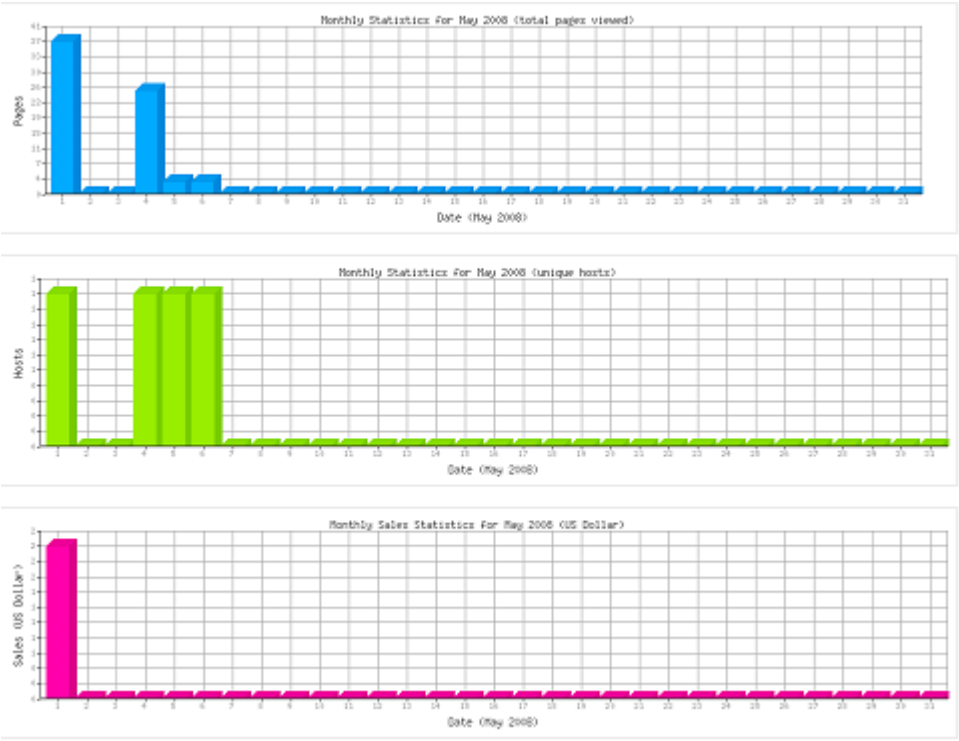

Monthly Statistics For May 2008 (total pages viewed)
Pages
Date (May 2008)
Monthly Statistics For May 2008 (unique hosts)
Hosts
Date (May 2008)
Monthly Sales Statistics For May 2008 (US Dollar)
Sales (US Dollar)
Date (May 2008)

Figure 7-1-3: Graphical Representation

© 2010

7.2 Reports

In this section you can view different types of reports. To view this reports, follow the following steps:

1. Click **Reports**, as shown in the Figure 7-2-1 below.

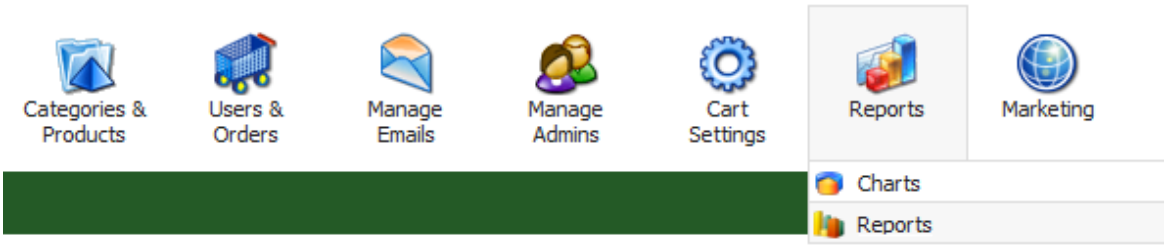


Figure 7-2-1: Reports

2. **Reports** page will open, as shown in the Figure 7-2-2 256 below.

Note: You can also open the **Reports** page directly by clicking on the **Reports** link in the Admin Area Home page 9.

3. In **Reports** page, under **Select Report Date Range**, select a **date range** from the drop-down menu.
4. Choose a **report type** by clicking on the radio-button.

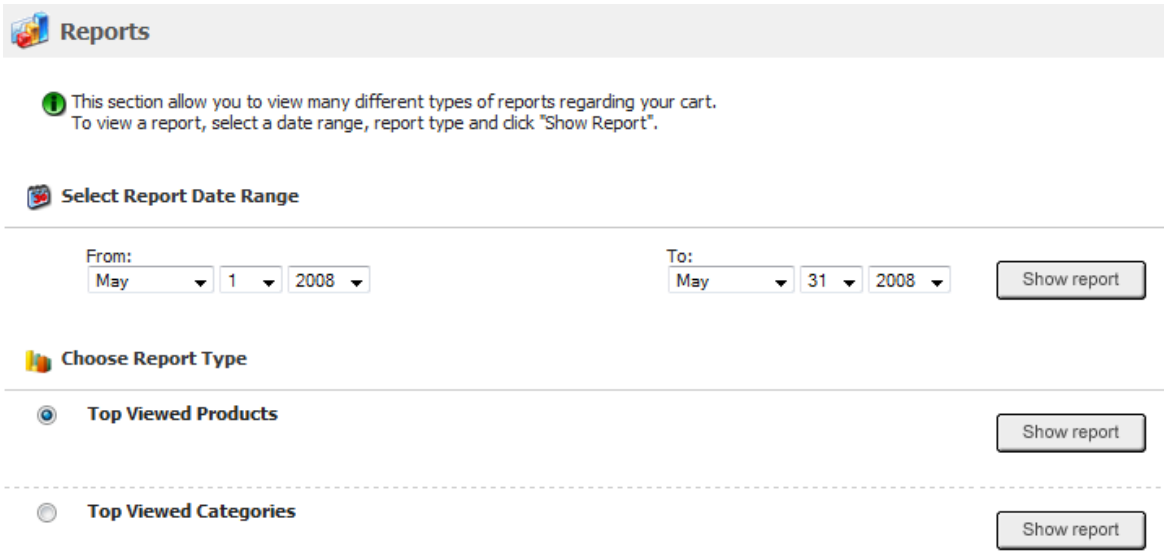

Reports
This section allow you to view many different types of reports regarding your cart.
To view a report, select a date range, report type and click "Show Report".
Select Report Date Range
From:
May 1 2008
To:
May 31 2008
Show report
Choose Report Type
Top Viewed Products
Show report
Top Viewed Categories
Show report

Figure 7-2-2: Select Reports Page

5. Click **Show report** button.
6. The selected report within that range you have selected will open, as shown in the Figure 7-2-3 below.

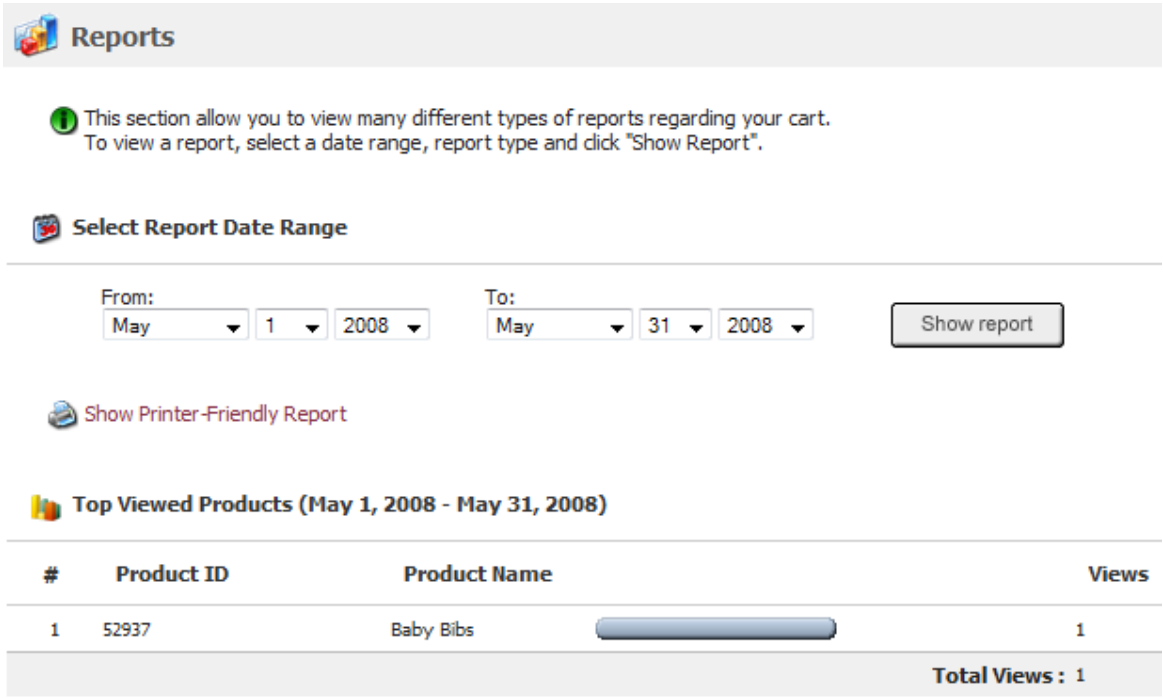

Reports
This section allow you to view many different types of reports regarding your cart.
To view a report, select a date range, report type and click "Show Report".
Select Report Date Range
From:
May 1 2008
To:
May 31 2008
Show report
Show Printer-Friendly Report
Top Viewed Products (May 1, 2008 - May 31, 2008)
Product ID Product Name Views
1 52937 Baby Bibs 1
Total Views : 1

Figure 7-2-3: Selected Report Type Information

Note: You can also view **printer friendly report**, by clicking Show Printer-Friendly Report in **Reports** page.

© 2010

Top Level Intro

This page is printed before a new
top-level chapter starts

Part

8 Marketing

You can use this section for marketing. To know more about marketing with the help of this section, click on the links below.

Product / Order Export 259

Product Import 265

Google Tools 272

Global sale Prices 278

Affiliate Integration 280

Mail chimp Integration 281

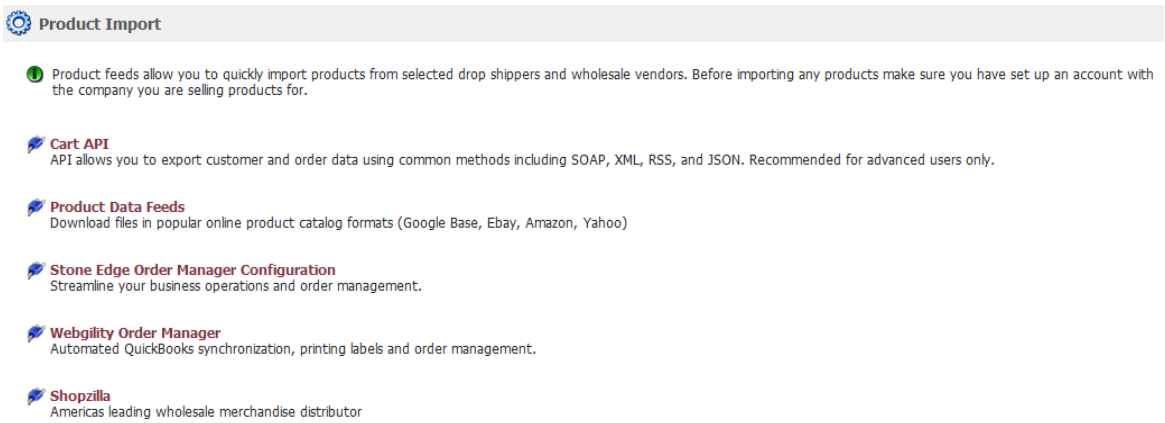
Webgility Integration 283

Drift Marketing Email campaign 283

Testimonails 286

8.1 product / Order Export

Product feeds allow you to quickly import products from selected drop shippers and wholesale vendors. Before importing any products make sure you have set up an account with the company you are selling products for.


Product Import
Product feeds allow you to quickly import products from selected drop shippers and wholesale vendors. Before importing any products make sure you have set up an account with the company you are selling products for.
Cart API
API allows you to export customer and order data using common methods including SOAP, XML, RSS, and JSON. Recommended for advanced users only.
Product Data Feeds
Download files in popular online product catalog formats (Google Base, Ebay, Amazon, Yahoo)
Stone Edge Order Manager Configuration
Streamline your business operations and order management.
Webgility Order Manager
Automated QuickBooks synchronization, printing labels and order management.
Shopzilla
Americas leading wholesale merchandise distributor

© 2010

8.1.1 Cart API

This new API allows to export cart data into external applications via xml.

Get version
content/admin/plugins/api/?username=access&password=access&token=token&
action=*getVersion*
params: none

Get orders count
content/admin/plugins/api/?username=access&password=access&token=token&
action=*getOrdersCount*
params:
lastOrder - if set, return orders after last order by order num
lastDate - if set, return orders after date (format: mm/dd/yyyy)

Download orders
content/admin/plugins/api/?username=access&password=access&token=token&
action=*getOrders*
params:
lastOrder - if set, return orders after last order by order num
lastDate - if set, return orders after date (format: mm/dd/yyyy)
startNumber - order starting number for export
batchSize - how many orders will be returned on request

Get customers count
*content/admin/plugins/api/?username=access&password=access&token=token
&action=*getCustomersCount*
params: none

Download customers
content/admin/plugins/api/?username=access&password=access&token=token&
action=*getCustomers*
params:
startNumber - number to start with (uid, database customer user id)
batchSize - how many customers will be returned on request

Get products count
*content/admin/plugins/api/?username=access&password=access&token=token
&action=*getProductsCount*
params: none

Download products
content/admin/plugins/api/?username=access&password=access&token=token&
action=*getProducts*
params:

© 2010

startNumber - number to start with (pid, database product id)
batchSize - how many products will be returned on request

Download products inventory data
content/admin/plugins/api/?username=access&password=access&token=token&
action=*getInventory*
params:
startNumber - number to start with (pid, database product id)
batchSize - how many products will be returned on request

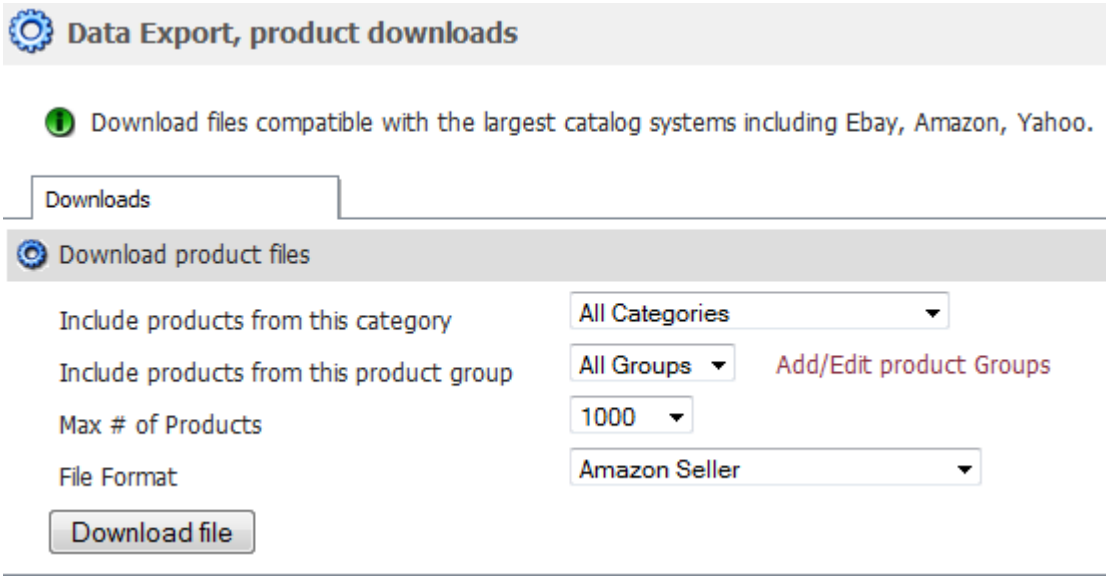
Uploading bulk inventory data (many products at once)
content/admin/plugins/api/?username=access&password=access&token=token&
action=*updateInventoryBulk*
params:
update - specially formated string: id1:stock1|id2:stock2|ind3:stock3 where id1, id2, id3 - database product ids and stock1, stock2, stock3 - new products quantities available for sale. Do not forget to URL encode request string.
example:
content/admin/plugins/api/?username=access&password=access&token=token&
action=updateInventoryBulk&update=33:12|1234:33|123:442

Uploading individual inventory data
content/admin/plugins/api/?username=access&password=access&token=token&
action=*updateInventory*
params:
update - specially formated data: id~stock where id is product database id (pid) and stock is new quantity of products available for sale
example:
content/admin/plugins/api/?username=access&password=access&token=token&
action=updateInventoryBulk&update=5820~124

8.1.2 Product Data Feeds

Download files compatible with the largest catalog systems including Ebay, Amazon, Yahoo.

© 2010



Include products from this category - Allows you to select the category or all categories from the cart you wish to use for the export.

Include products from this product group - Allows you to use the already defined product groups for the various exports below.

Max # of Products - Allows you to set the maximum number of products for the feeds below in blocks of 100 products.

File Format - Allows you to select which format you are wanting to export for, weather it be amazon sellers, yahoo stores, pricegrabber, ebay, goshopping.com, or nextag.

8.1.3 Stone Edge Order Manager

The Stone Edge Order Manager is the leading order management system for small-to-medium Web merchants. The Order Manager makes it easy to import orders from your TurnKey Commerce and then gives you the tools you need to manage your business efficiently.

To use Stone Edge Order Manager, follow the steps below.

1. Open the **Cart Plug-ins: Data Export** page.

© 2010

2. Click on **Stone Edge Order Manager** link to open **Stone Edge Order Manager Settings** page, as shown in the Figure 8-7-4.

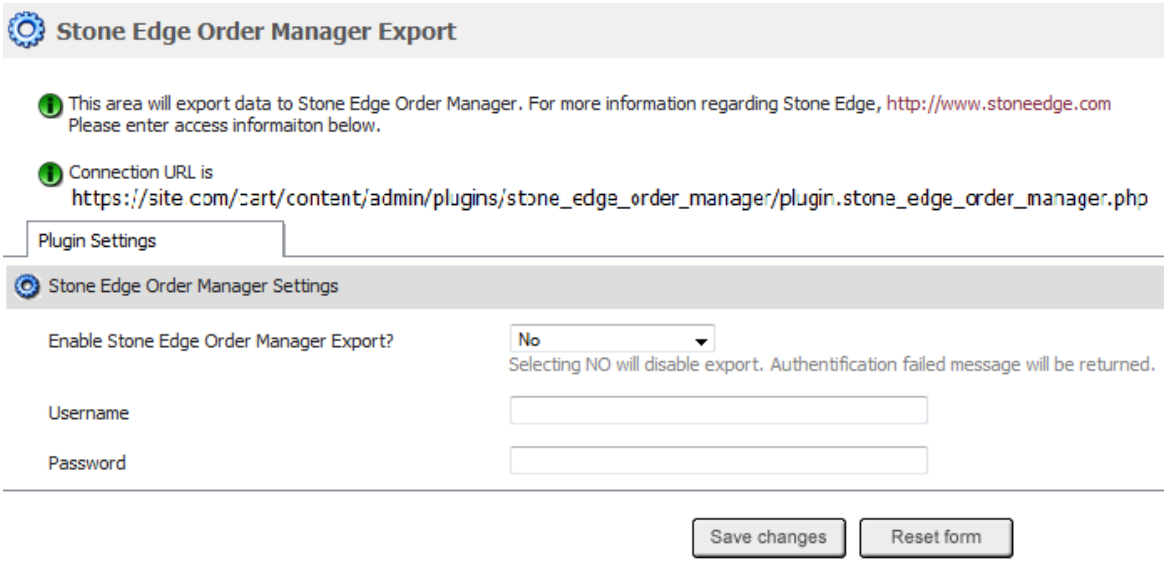

Stone Edge Order Manager Export
This area will export data to Stone Edge Order Manager. For more information regarding Stone Edge, http://www.stoneedge.com
Please enter access informaiton below.
Connection URL is
https://site.com/cart/content/admin/plugins/stone_edge_order_manager/plugin.stone_edge_order_manager.php
Plugin Settings
Stone Edge Order Manager Settings
Enable Stone Edge Order Manager Export?
No
Selecting NO will disable export. Authentification failed message will be returned.
Username
Password
Save changes
Reset form

Figure 8-7-4: Stone Edge Order Manager Settings

3. Set **Enable Stone Edge Order Manager Export** drop-down box to **Yes** to enable export. Selecting **No** will disable export and Authentication failed message will be returned.
4. Enter your **Username** and **Password**.
5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information.

8.1.4 Webgility Order Manager

Webgility eCommerce Connector

webgility
ENABLING AGILE BUSINESS

Webgility's eCommerce Connector saves you hours of work every day by automatically downloading orders from your online store. You can post orders into QuickBooks with a single mouse-click! Better yet, use eCC to synchronize your online store inventory with QuickBooks. eCC integrates with QuickBooks Merchant Service,

© 2010

Authorize.net and PayPal so you can process payments. eCC also helps you generate shipping labels with USPS, UPS WorldShip, Endicia Dazzle or Stamps.com.

Your cart is already configured to work with Webgility's desktop software.

For more information about Webgility, please click here

8.1.5 Shopzilla Data Feed Export

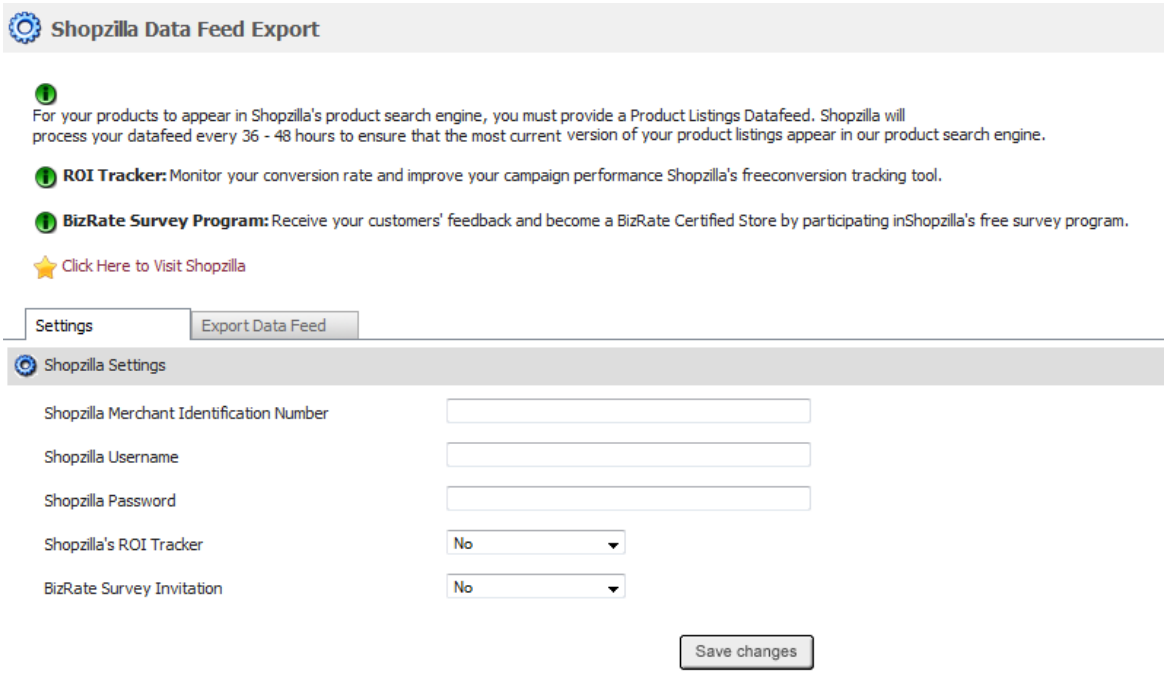
For your products to appear in Shopzilla's product search engine, you must provide a Product Listings Datafeed. Shopzilla will process your datafeed every 36 - 48 hours to ensure that the most current version of your product listings appear in our product search engine. You can sign up for a shopzilla merchant account by going to http://merchant.shopzilla.com/ .

1. Once signed up you will need to fill in your **Shopzilla Merchant Identification Number**, your **Shopzilla Username**, and your **Shopzilla Password**.

- **ROI Tracker:** Monitor your conversion rate and improve your campaign performance Shopzilla's free conversion tracking tool.
- **BizRate Survey Program:** Receive your customers' feedback and become a BizRate Certified Store by participating in Shopzilla's free survey program.

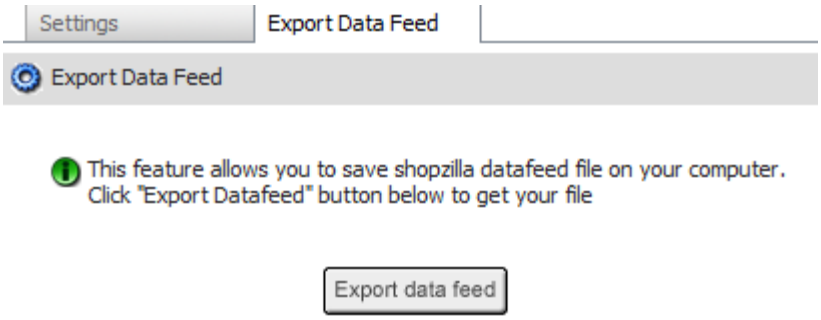
2. Click on **Save Changes** once you have the information filled in.

© 2010


Shopzilla Data Feed Export
For your products to appear in Shopzilla's product search engine, you must provide a Product Listings Datafeed. Shopzilla will process your datafeed every 36 - 48 hours to ensure that the most current version of your product listings appear in our product search engine.
ROI Tracker: Monitor your conversion rate and improve your campaign performance Shopzilla's freeconversion tracking tool.
BizRate Survey Program: Receive your customers' feedback and become a BizRate Certified Store by participating inShopzilla's free survey program.
Click Here to Visit Shopzilla
Settings
Export Data Feed
Shopzilla Settings
Shopzilla Merchant Identification Number
Shopzilla Username
Shopzilla Password
Shopzilla's ROI Tracker
No
BizRate Survey Invitation
No
Save changes

This feature allows you to save shopzilla datafeed file on your computer.

Click "Export Datafeed" button below to get your file.


Settings
Export Data Feed
Export Data Feed
This feature allows you to save shopzilla datafeed file on your computer.
Click "Export Datafeed" button below to get your file
Export data feed

8.2 Product Import

Product Import

* Product feeds allow you to quickly import products from selected drop shippers and wholesale vendors. Before importing any products make sure you have set up an account with the company you are selling products for.

Doba 270

Instant access to millions of wholesale products, drop-shipped directly to your customers.

DollarDays 266

Americas leading wholesale merchandise distributor

8.2.1 Dollar Days

To setup Dollar Days follow the directions below.

1. Open the **Marketing** page.
2. Click on **Product import** link.
3. Click on **Dollar Days** link to open **DollarDays.com Import** page, as shown in the Figure 8-6-2 below.

Important: The cart will allow you to order products directly from the admin area of the cart once you sell Dollar Days items. For this feature to work, you will need to open an account through Dollar Days and enter in your account information in the "Setup Dollar Days" area.

Note: You can also click on **Setup Dollar Days** link to manage the Dollar Days Settings. You need a Dollar Days username and password to continue.

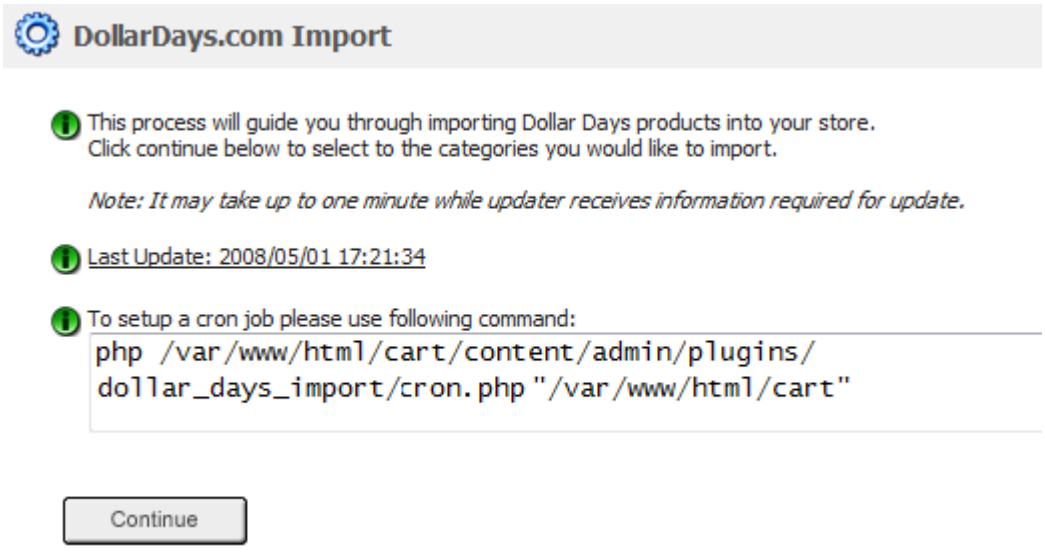

DollarDays.com Import
This process will guide you through importing Dollar Days products into your store.
Click continue below to select to the categories you would like to import.
Note: It may take up to one minute while updater receives information required for update.
Last Update: 2008/05/01 17:21:34
To setup a cron job please use following command:
php /var/www/html/cart/content/admin/plugins/
dollar_days_import/cron.php "/var/www/html/cart"
Continue

Figure 8-6-2: DollarDays.com Import

4. Click **Continue** button to open **DollarDays.com Import Settings** page, as shown in the Figure 8-6-3 below.

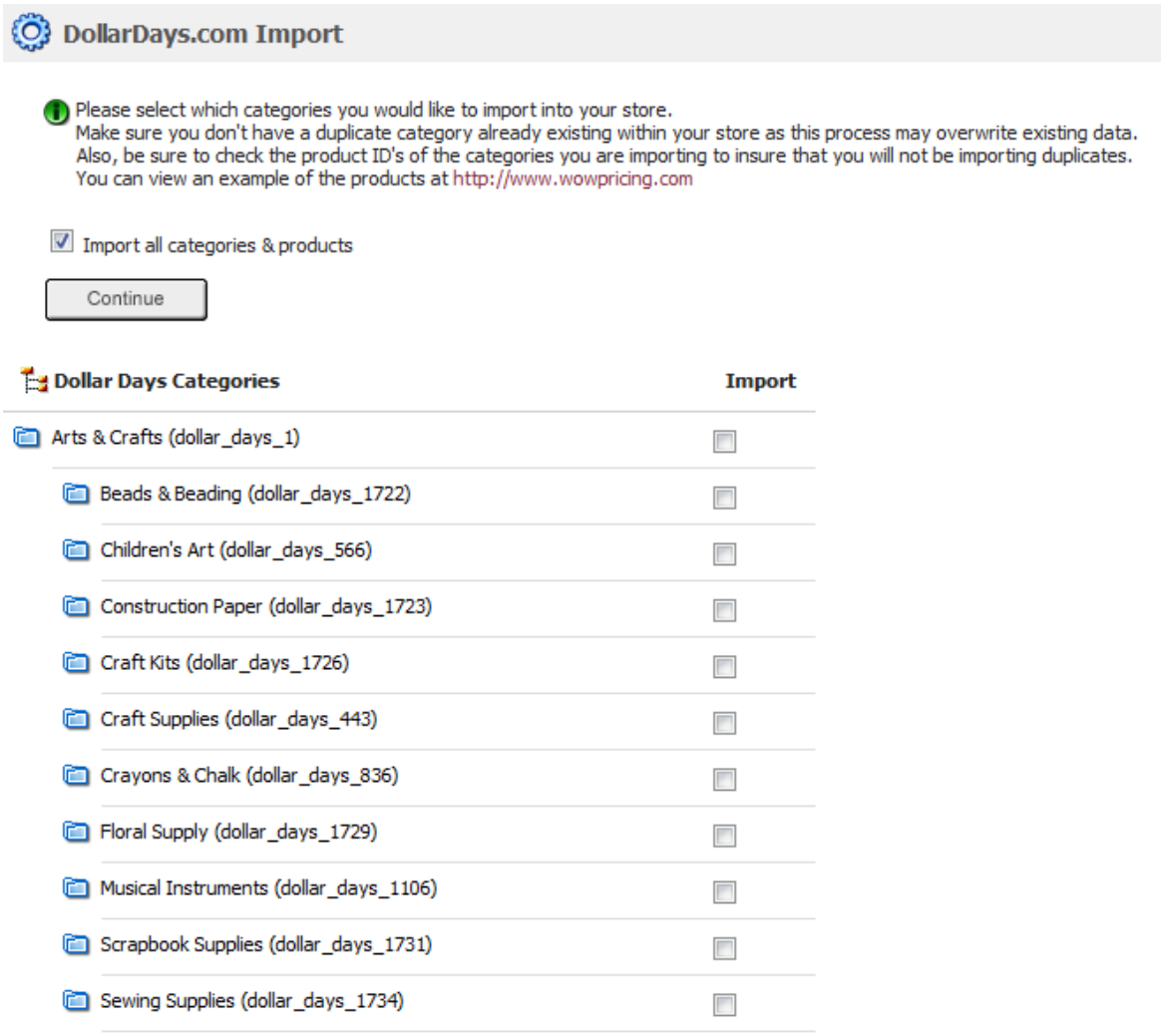

DollarDays.com Import
Please select which categories you would like to import into your store.
Make sure you don't have a duplicate category already existing within your store as this process may overwrite existing data.
Also, be sure to check the product ID's of the categories you are importing to insure that you will not be importing duplicates.
You can view an example of the products at http://www.wowpricing.com
Import all categories & products
Continue
Dollar Days Categories
Import
Arts & Crafts (dollar_days_1)
Beads & Beading (dollar_days_1722)
Children's Art (dollar_days_566)
Construction Paper (dollar_days_1723)
Craft Kits (dollar_days_1726)
Craft Supplies (dollar_days_443)
Crayons & Chalk (dollar_days_836)
Floral Supply (dollar_days_1729)
Musical Instruments (dollar_days_1106)
Scrapbook Supplies (dollar_days_1731)
Sewing Supplies (dollar_days_1734)

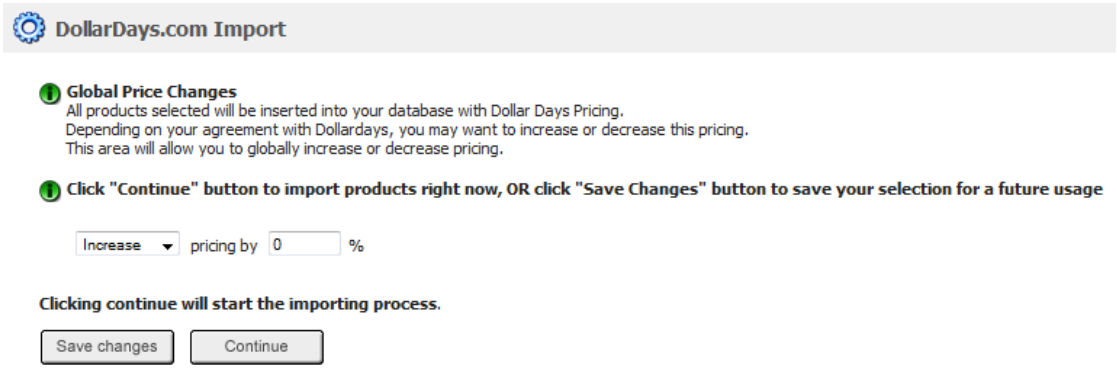
Figure 8-6-3: DollarDays.com Import Settings

5. Select the products and categories you want to import by selecting the respective checkboxes.

Note: You can also import all settings and products by checking **Import all categories and products** checkbox.

6. Indicate the how much you would like to mark-up the item prices. *Note: Dollar Days product prices reflect your cost, therefore you will need to mark-up the prices using the Global Price Changes feature to get a profit on any item you sell.*

© 2010


DollarDays.com Import
Global Price Changes
All products selected will be inserted into your database with Dollar Days Pricing.
Depending on your agreement with Dollardays, you may want to increase or decrease this pricing.
This area will allow you to globally increase or decrease pricing.
Click "Continue" button to import products right now, OR click "Save Changes" button to save your selection for a future usage
Increase
pricing by
0
%
Clicking continue will start the importing process.
Save changes
Continue

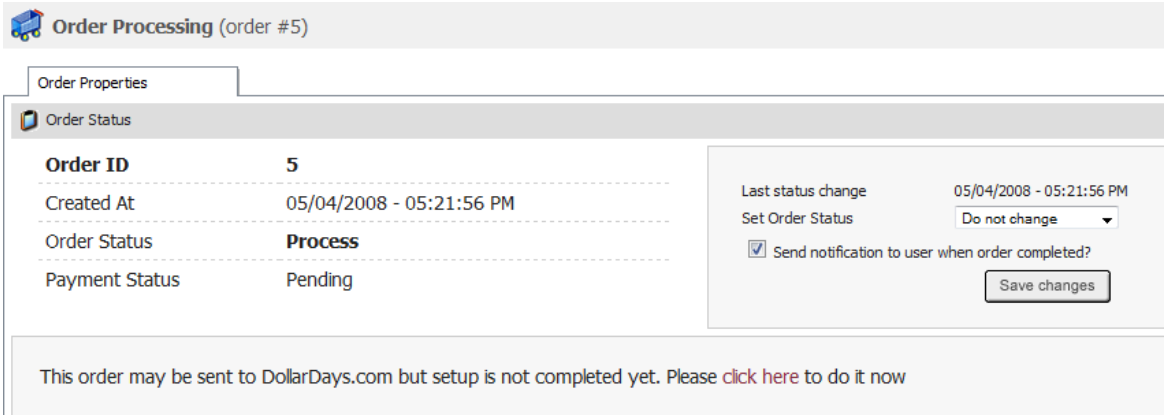
Selecting a duplicate category or product that already exist in your store may overwrite the existing ones. Hence, make sure you don't have a duplicate category and always check the product ID's of the categories you are importing.

6. Click **Continue** button to finish import process.

> **Important:** All Dollar Days items import into RedTie with the shipping price already set. You will not need to set up any shipping methods for these products.

8.2.1.1 Placing Orders Through Dollar Days

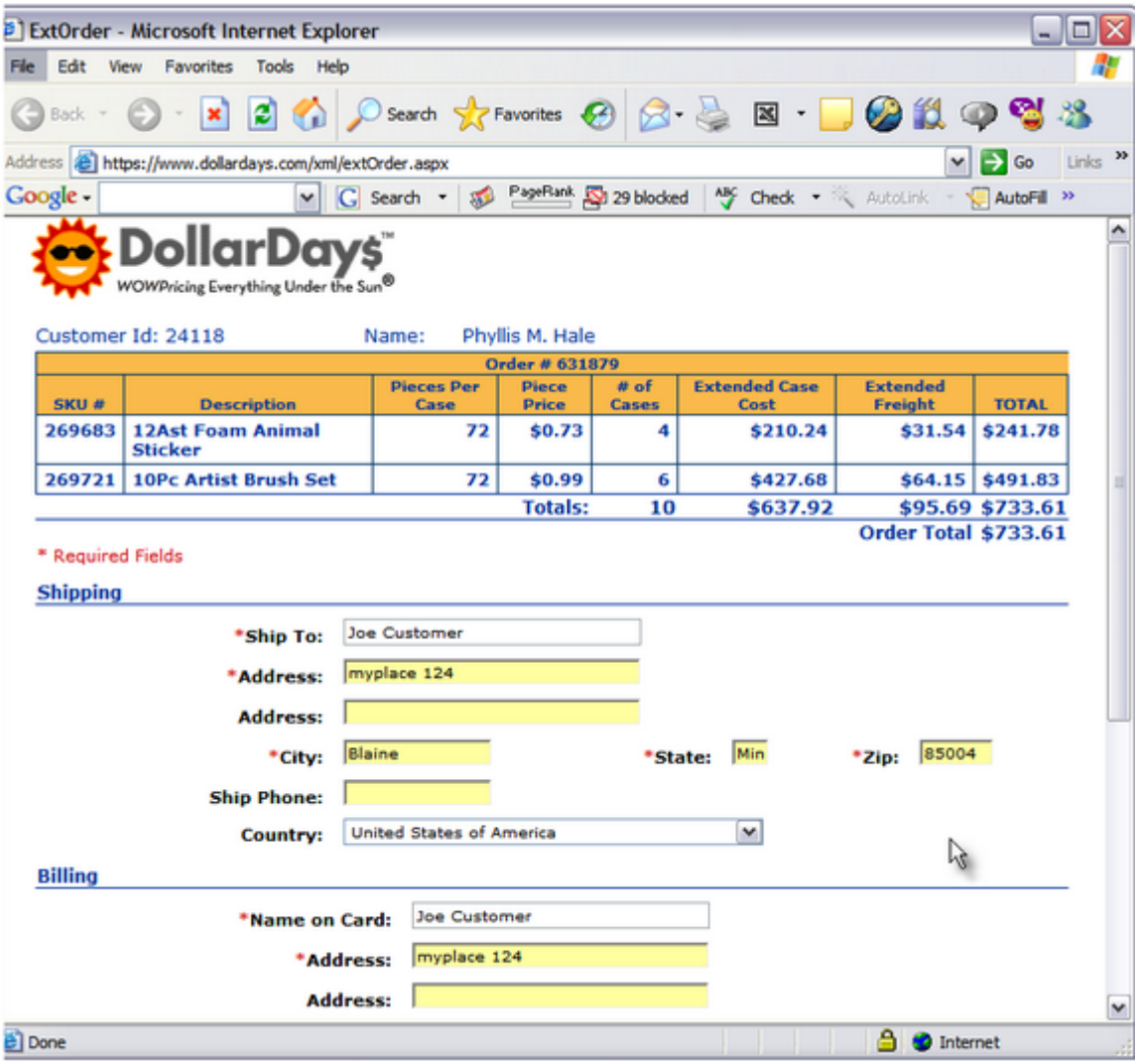
If a customer of yours places an order that includes a Dollar Days item, the cart indicate this on the Order page within the admin area.


Order Processing (order #5)
Order Properties
Order Status
Order ID 5
Created At 05/04/2008 - 05:21:56 PM
Order Status Process
Payment Status Pending
Last status change 05/04/2008 - 05:21:56 PM
Set Order Status Do not change
Send notification to user when order completed?
Save changes
This order may be sent to DollarDays.com but setup is not completed yet. Please click here to do it now

1. **Click the Send order to DollarDays.com** link on the order page. A pop-up window will an invoice from Dollar Days and the items purchased by your customer. You will use this area to place an order through Dollar Days on behalf of your customer.

© 2010

Important: You will need to enter in your Dollar Days account information into the "Setup Dollar Days" area for this feature to work. You can set this up at Marketing >> Plugin's >> Product Import >> Setup Dollar Days.


ExtOrder - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://www.dollardays.com/xml/extOrder.aspx
DollarDays
WOWPricing Everything Under the Sun
Customer Id: 24118 Name: Phyllis M. Hale
Order # 631879
SKU # Description Pieces Per Case Piece Price # of Cases Extended Case Cost Extended Freight TOTAL
269683 12Ast Foam Animal Sticker 72 $0.73 4 $210.24 $31.54 $241.78
269721 10Pc Artist Brush Set 72 $0.99 6 $427.68 $64.15 $491.83
Totals: 10 $637.92 $95.69 $733.61
Order Total $733.61
* Required Fields
Shipping
*Ship To: Joe Customer
*Address: myplace 124
Address:
*City: Blaine
*State: Min
*Zip: 85004
Ship Phone:
Country: United States of America
Billing
*Name on Card: Joe Customer
*Address: myplace 124
Address:
Done
Internet

2. Once the pop-up window appears, simply enter in your payment information (remember, the customer has already paid you for the order) to complete the order.

Dollar Days will ship the item(s) to the customer on your behalf. If the order contains both Dollar Days items and items you sell, you will need to return to the order screen to process your items.

© 2010

8.2.2 Doba Management

This area will let you manage your Doba products and account settings for Doba.

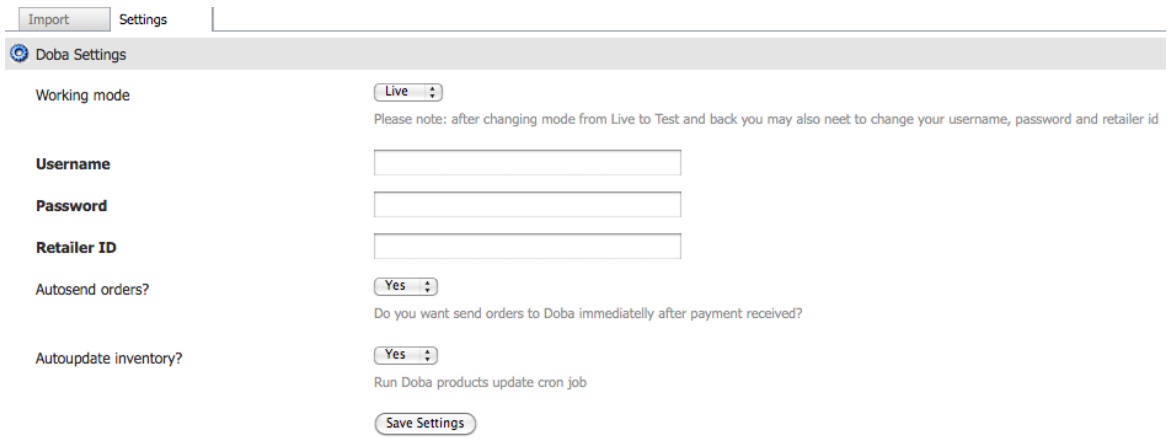
Setting up Doba 270

Managing Doba Product feed 270

8.2.2.1 Setting up Doba

To Import your Doba products follow the steps below.

1. Click the Settings Tab, as shown in the Figure below.



2. Select the correct **Working Mode** for your account by selecting either Live Mode or Test Mode depending on the account type Doba assigned you.

3. Fill in your username, password and your Retailer ID as given to you by Doba in the fields shown in the screenshot above.

4. **Autosend orders?** - Do you want send orders to Doba immediately after payment received?

5. **Autoupdate inventory?** - Do you want to update your doba products automatically via the built in corn job?

6. Once done here click the Save Button

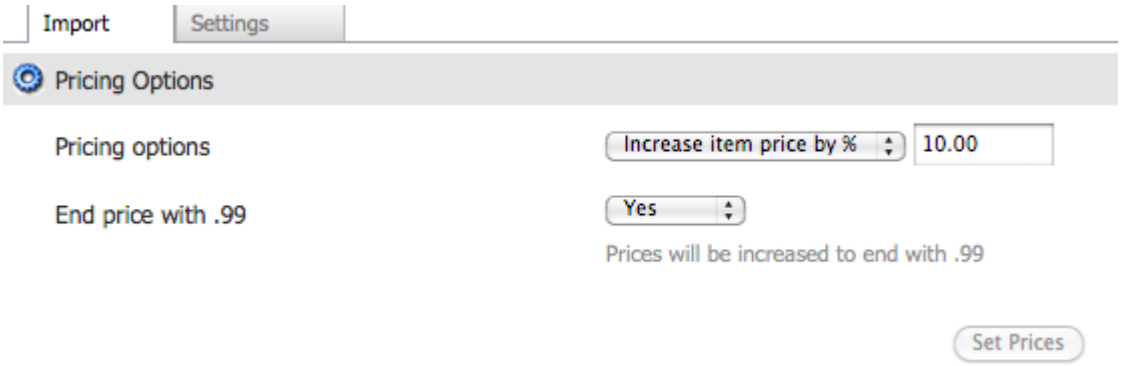
8.2.2.2 Managing Doba Product Feed

The steps below are what you would follow to get the Doba products into your cart.

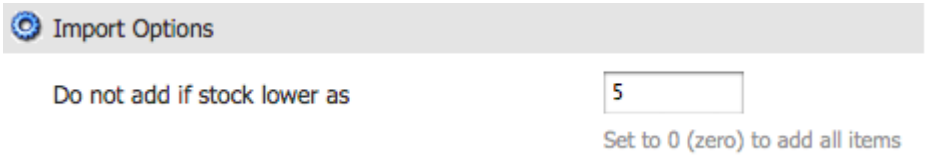
1. The first step is to set a general discount on the doba products or increase the

price on the doba products according to the options in the drop down box.

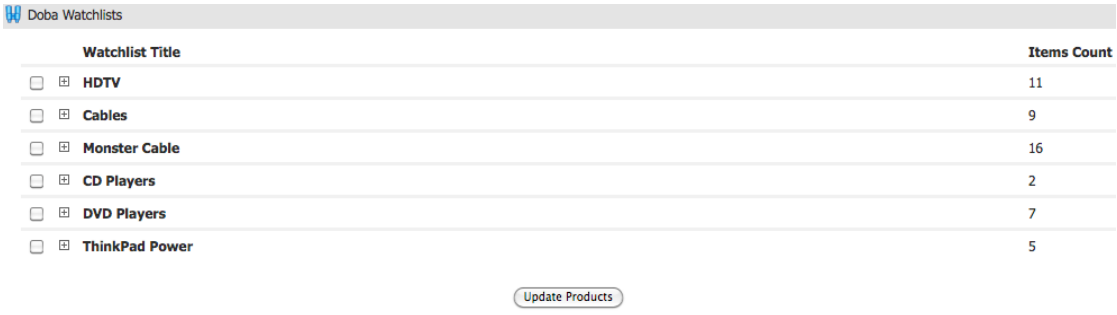
2. The second step is to choose weather you want all the doba products to end with .99 in the price. This will round the products prices up to the nearest dollar amount with .99 in the price.



3. In this step you can have the importer import products that Doba has on hand that are at least the number you fill in for the stock level as shown below. 0 means you will add all products to the cart no matter what Dobas' stock levels are on there side.



4. The page below allows you to check which categories of products as well as individual products you would like in your cart from the Doba product feed



6. Once you have made all your selections Click on the Update Products button and it will than start importing all your products into the cart and will report when it is done.

© 2010

8.3 Google tools

Google supplies business owners with a variety of tools that can help you gain more exposure, track visitors and sales conversions.

Click on the tabs below for a summary of these tools and how they can better help your business.

Please understand setting up conversion tracking through Analytics and Adwords can be fairly complex will require you to change the code snippets provided. Please be sure you read the documentation provided by Google to fully understand this process.

Google Base Data Feed 272

Analytics Tracking 273

Conversion Tracking 274

Adwords Conversion Tracking 276

Google Sitemaps 277

8.3.1 Google Base Data Feed

Google Base is a new service from **Google** that find information about products for sale online. By concentrating completely on product search, Google Base applies the power of Google's search technology to a very particular task: locating stores that sell the item you want to find and pointing you directly to the place where you can make a purchase.

To use **Google Base Data Feed** for your product, follow the steps below.

1. Click **Google Base Data Feed**, as shown in the Figure 8-1-1 below.

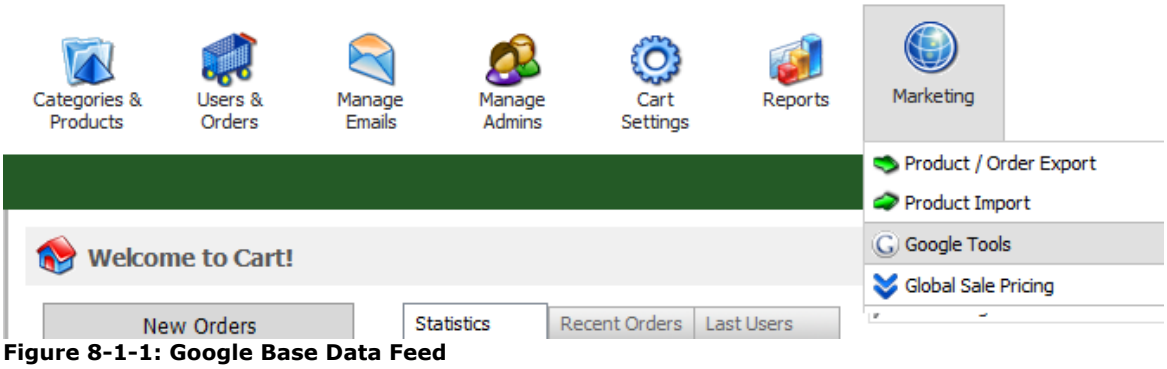


Figure 8-1-1: Google Base Data Feed

2. **Google Base Data Feed Export** page will open, as shown in the Figure 8-1-2 below.

Note: You can also open the **Google Base Data Feed Export** page directly by clicking on **Google Base Data Feed** link in the Admin Area Home page 9.

3. **Product Description:** Select **Use quick overview** or **Use detailed description** from the drop down menu.

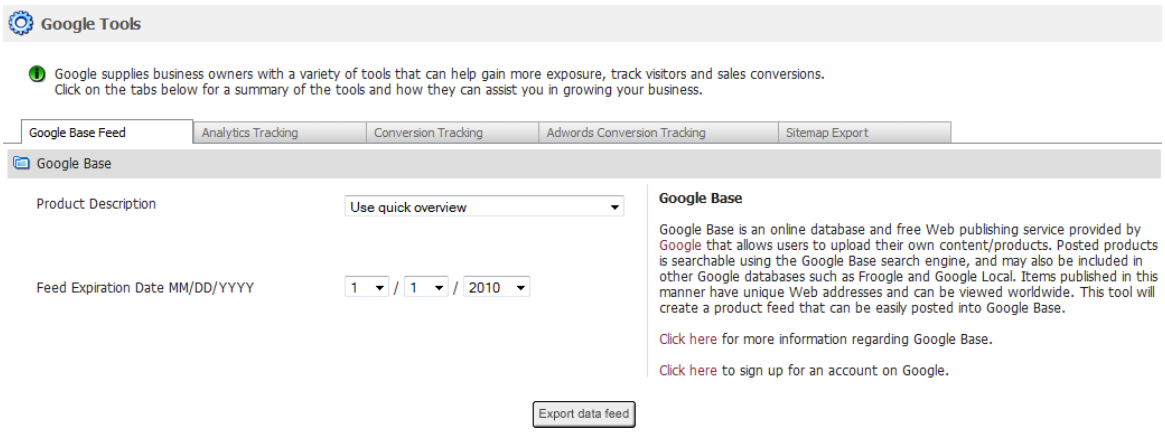

Google Tools
Google supplies business owners with a variety of tools that can help gain more exposure, track visitors and sales conversions.
Click on the tabs below for a summary of the tools and how they can assist you in growing your business.
Google Base Feed
Analytics Tracking
Conversion Tracking
Adwords Conversion Tracking
Sitemap Export
Google Base
Product Description
Use quick overview
Feed Expiration Date MM/DD/YYYY
1 / 1 / 2010
Google Base
Google Base is an online database and free Web publishing service provided by Google that allows users to upload their own content/products. Posted products is searchable using the Google Base search engine, and may also be included in other Google databases such as Froogle and Google Local. Items published in this manner have unique Web addresses and can be viewed worldwide. This tool will create a product feed that can be easily posted into Google Base.
Click here for more information regarding Google Base.
Click here to sign up for an account on Google.
Export data feed

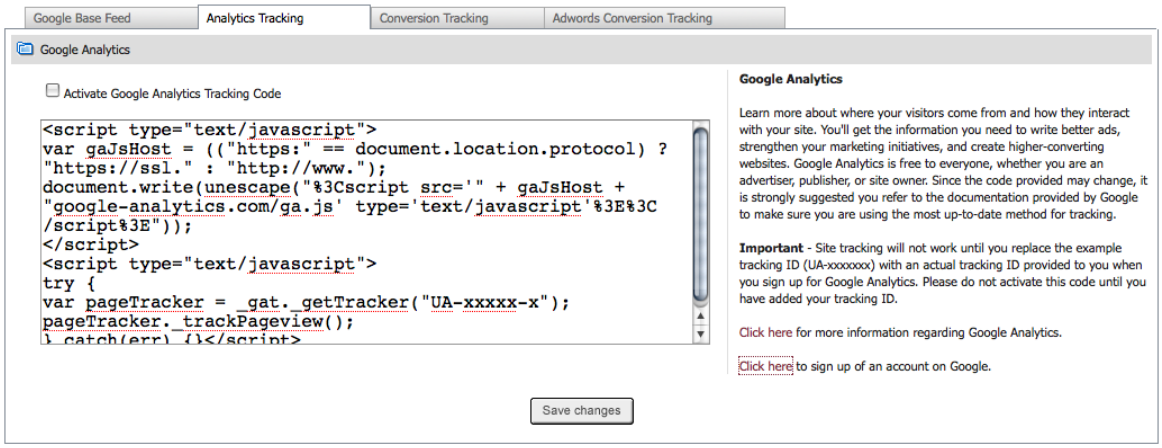
Figure 8-1-2: Google Base Data Feed Export

4. Click **Export data feed** button. You will be taken to the **TurnKey Commerce login** page.

8.3.2 Analytics Tracking

To use **Google Analytics Tracking**, follow the steps below.

1. Open the **Marketing : Google** page.
2. Click on **Google Analytics** tab to open **Google Analytics** page, as shown


Google Base Feed
Analytics Tracking
Conversion Tracking
Adwords Conversion Tracking
Google Analytics
Activate Google Analytics Tracking Code
<script type="text/javascript">
var gaJsHost = (("https:" == document.location.protocol) ?
"https://ssl." : "http://www.");
document.write(unescape("%3Cscript src='" + gaJsHost +
"google-analytics.com/ga.js' type='text/javascript'%3E%3C
/script%3E"));
</script>
<script type="text/javascript">
try {
var pageTracker = _gat._getTracker("UA-xxxxx-x");
pageTracker._trackPageview();
Google Analytics
Learn more about where your visitors come from and how they interact with your site. You'll get the information you need to write better ads, strengthen your marketing initiatives, and create higher-converting websites. Google Analytics is free to everyone, whether you are an advertiser, publisher, or site owner. Since the code provided may change, it is strongly suggested you refer to the documentation provided by Google to make sure you are using the most up-to-date method for tracking.
Important - Site tracking will not work until you replace the example tracking ID (UA-xxxxxxx) with an actual tracking ID provided to you when you sign up for Google Analytics. Please do not activate this code until you have added your tracking ID.
Click here for more information regarding Google Analytics.
Click here to sign up of an account on Google.
Save changes

Important - Site tracking will not work until you replace the example tracking ID (UA-xxxxxxx) with an actual tracking ID provided to you when you sign up for Google Analytics. Please do not activate this code until you have added your tracking ID.

© 2010

Learn more about where your visitors come from and how they interact with your site. You'll get the information you need to write better ads, strengthen your marketing initiatives, and create higher-converting websites. Google Analytics is free to everyone, whether you are an advertiser, publisher, or site owner. Since the code provided may change, it is strongly suggested you refer to the documentation provided by Google to make sure you are using the most up-to-date method for tracking.

Click here for more information regarding Google Analytics.

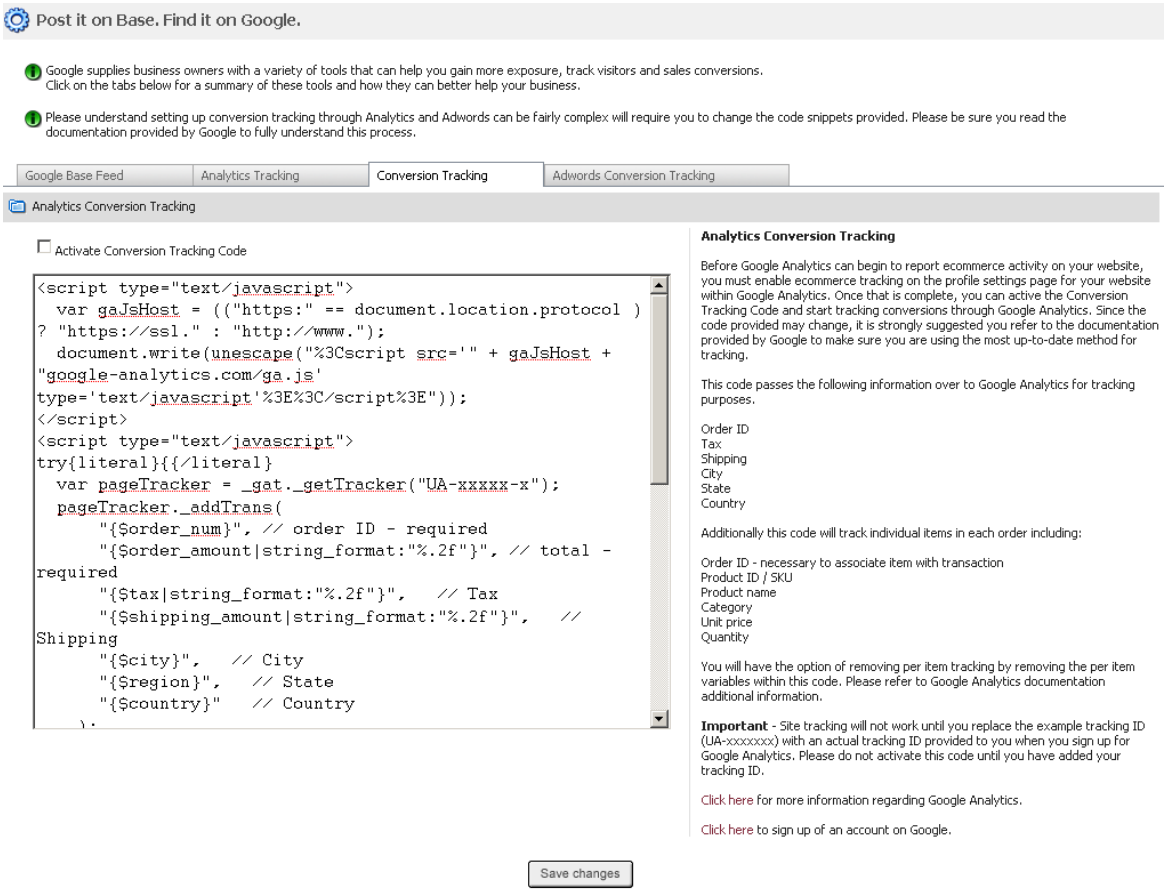
Click here to sign up of an account on Google.

8.3.3 Conversion Tracking

To use **Google Analytics Conversion Tracking**, follow the steps below.

1. Open the **Marketing : Google** page.
2. Click on **Conversion Tracking** tab to open **Conversion Tracking** page, as shown below.

© 2010


Post it on Base. Find it on Google.
Google supplies business owners with a variety of tools that can help you gain more exposure, track visitors and sales conversions.
Click on the tabs below for a summary of these tools and how they can better help your business.
Please understand setting up conversion tracking through Analytics and Adwords can be fairly complex will require you to change the code snippets provided. Please be sure you read the documentation provided by Google to fully understand this process.
Google Base Feed
Analytics Tracking
Conversion Tracking
Adwords Conversion Tracking
Analytics Conversion Tracking
Activate Conversion Tracking Code
<script type="text/javascript">
var gaJsHost = (("https:" == document.location.protocol) ? "https://ssl." : "http://www.");
document.write(unescape("%3Cscript src='" + gaJsHost + "google-analytics.com/ga.js' type='text/javascript'%3E%3C/script%3E"));
</script>
<script type="text/javascript">
try{literal}{/literal}
var pageTracker = _gat._getTracker("UA-xxxxx-x");
pageTracker._addTrans(
"{$order_num}", // order ID - required
"{$order_amount|string_format:"%.2f"}", // total - required
"{$tax|string_format:"%.2f"}", // Tax
"{$shipping_amount|string_format:"%.2f"}", // Shipping
"{$city}", // City
"{$region}", // State
"{$country}" // Country
);
Analytics Conversion Tracking
Before Google Analytics can begin to report ecommerce activity on your website, you must enable ecommerce tracking on the profile settings page for your website within Google Analytics. Once that is complete, you can active the Conversion Tracking Code and start tracking conversions through Google Analytics. Since the code provided may change, it is strongly suggested you refer to the documentation provided by Google to make sure you are using the most up-to-date method for tracking.
This code passes the following information over to Google Analytics for tracking purposes.
Order ID
Tax
Shipping
City
State
Country
Additionally this code will track individual items in each order including:
Order ID - necessary to associate item with transaction
Product ID / SKU
Product name
Category
Unit price
Quantity
You will have the option of removing per item tracking by removing the per item variables within this code. Please refer to Google Analytics documentation additional information.
Important - Site tracking will not work until you replace the example tracking ID (UA-xxxxxxx) with an actual tracking ID provided to you when you sign up for Google Analytics. Please do not activate this code until you have added your tracking ID.
Click here for more information regarding Google Analytics.
Click here to sign up of an account on Google.
Save changes

Before Google Analytics can begin to report ecommerce activity on your website, you must enable ecommerce tracking on the profile settings page for your website within Google Analytics. Once that is complete, you can active the Conversion Tracking Code and start tracking conversions through Google Analytics. Since the code provided may change, it is strongly suggested you refer to the documentation provided by Google to make sure you are using the most up-to-date method for tracking.

This code passes the following information over to Google Analytics for tracking purposes.

Order ID

Tax

Shipping

City

State

Country

© 2010

Additionally this code will track individual items in each order including:

Order ID - necessary to associate item with transaction

Product ID / SKU

Product name

Category

Unit price

Quantity

You will have the option of removing per item tracking by removing the per item variables within this code. Please refer to Google Analytics documentation additional information.

Important - Site tracking will not work until you replace the example tracking ID (UA-xxxxxxx) with an actual tracking ID provided to you when you sign up for Google Analytics. Please do not activate this code until you have added your tracking ID.

Click here for more information regarding Google Analytics.

Click here to sign up of an account on Google.

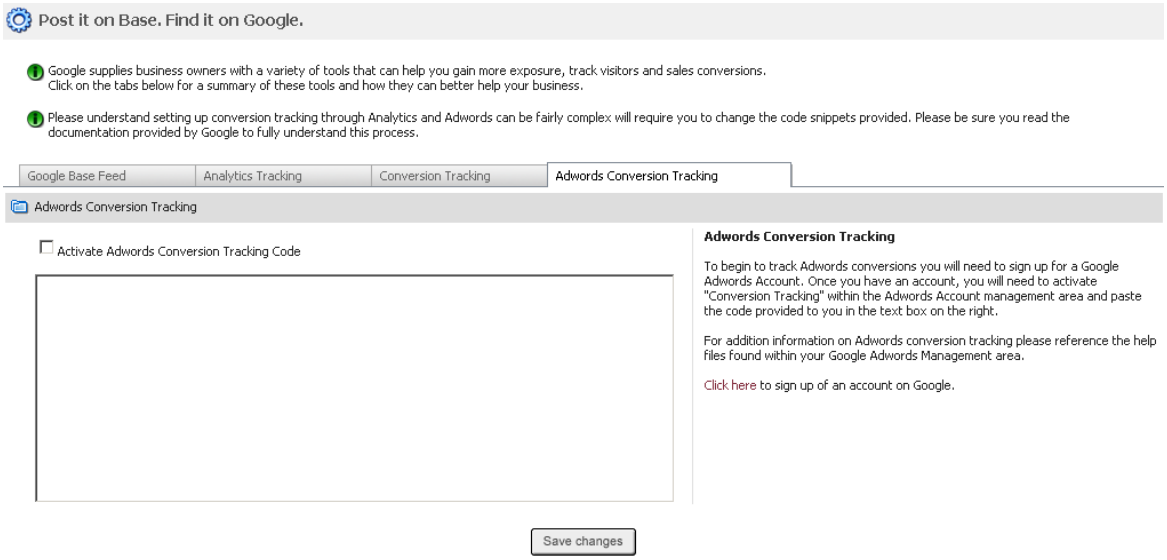
8.3.4 Adwords Conversion Tracking

To use **Google Adwords Conversion Tracking**, follow the steps below.

1. Open the **Marketing : Google** page.
2. Click on **Adwords Conversion Tracking** tab to open **Adwords Conversion Tracking** page, as shown below.

.

© 2010


Post it on Base. Find it on Google.
Google supplies business owners with a variety of tools that can help you gain more exposure, track visitors and sales conversions.
Click on the tabs below for a summary of these tools and how they can better help your business.
Please understand setting up conversion tracking through Analytics and Adwords can be fairly complex will require you to change the code snippets provided. Please be sure you read the documentation provided by Google to fully understand this process.
Google Base Feed
Analytics Tracking
Conversion Tracking
Adwords Conversion Tracking
Adwords Conversion Tracking
Activate Adwords Conversion Tracking Code
Adwords Conversion Tracking
To begin to track Adwords conversions you will need to sign up for a Google Adwords Account. Once you have an account, you will need to activate "Conversion Tracking" within the Adwords Account management area and paste the code provided to you in the text box on the right.
For addition information on Adwords conversion tracking please reference the help files found within your Google Adwords Management area.
Click here to sign up of an account on Google.
Save changes

To begin to track Adwords conversions you will need to sign up for a Google Adwords Account. Once you have an account, you will need to activate "Conversion Tracking" within the Adwords Account management area and paste the code provided to you in the text box on the right.

For addition information on Adwords conversion tracking please reference the help files found within your Google Adwords Management area

Click here to sign up of an account on Google.

8.3.5 Google Sitemaps

Google Site Maps allows you to inform search engines about URLs on your websites that are available for crawling. In its simplest form, a Sitemap that uses the Sitemap Protocol is an XML file that lists URLs for a site.

To use **Google Sitemap**, follow the steps below.

1. Open the **Marketing : Google Tools** page.
2. Click on **Google Sitemaps** tab to open **Google Site Map Export** page, as shown in the Figure 8-7-2 below.

© 2010

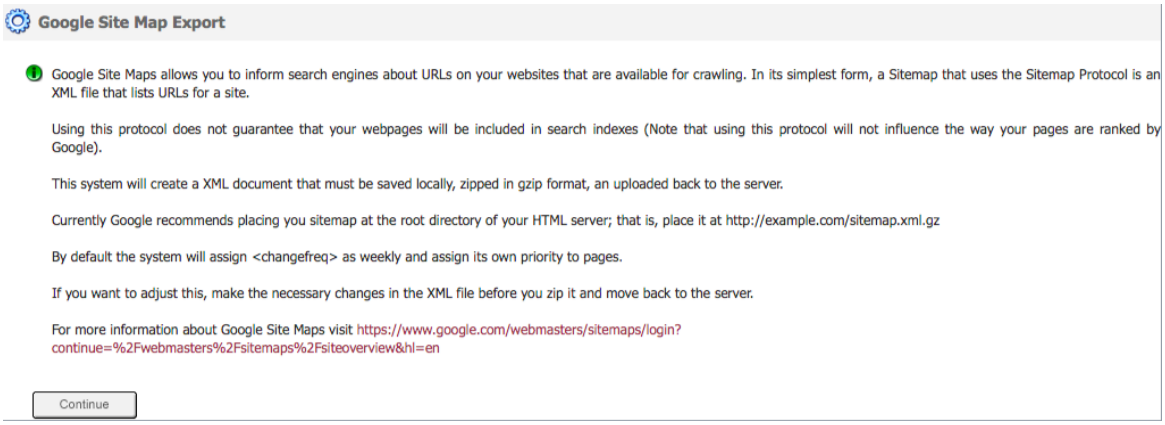

Google Site Map Export
Google Site Maps allows you to inform search engines about URLs on your websites that are available for crawling. In its simplest form, a Sitemap that uses the Sitemap Protocol is an XML file that lists URLs for a site.
Using this protocol does not guarantee that your webpages will be included in search indexes (Note that using this protocol will not influence the way your pages are ranked by Google).
This system will create a XML document that must be saved locally, zipped in gzip format, an uploaded back to the server.
Currently Google recommends placing you sitemap at the root directory of your HTML server; that is, place it at http://example.com/sitemap.xml.gz
By default the system will assign <changefreq> as weekly and assign its own priority to pages.
If you want to adjust this, make the necessary changes in the XML file before you zip it and move back to the server.
For more information about Google Site Maps visit https://www.google.com/webmasters/sitemaps/login?continue=%2Fwebmasters%2Fsitemaps%2Fsiteoverview&hl=en
Continue

Figure 8-7-2: Google Site Map Export

3. Click **Continue** button to export your sitemap in an XML format to your local computer.

A **File Download Dialog** box will appear, as shown in Figure 8-7-3 below.

4. Click **Save** button to save the file to your local computer.

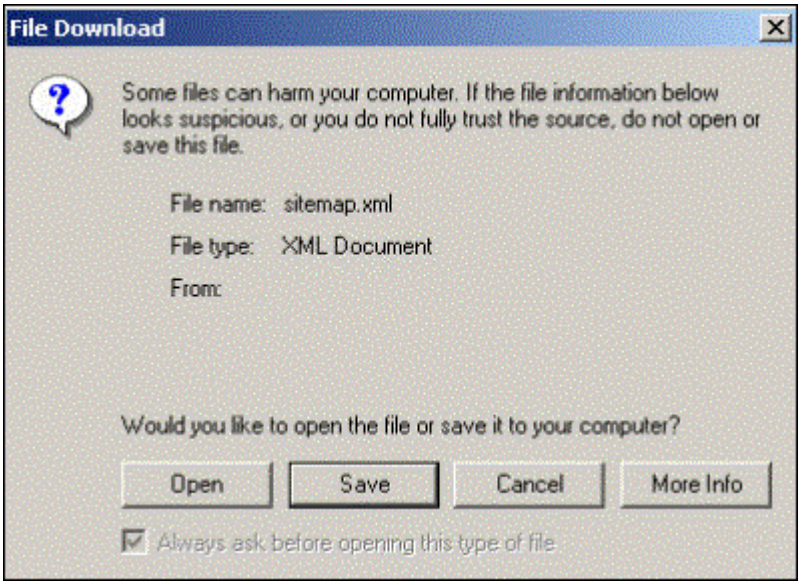

File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: sitemap.xml
File type: XML Document
From:
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Figure 8-7-3: Data Download

8.4 Global Sale Prices

You can use this section to globally set or remove sale prices within the cart.

To **set sale prices** within the cart, follow the steps:

1. Click **Sale Prices**, as shown in the Figure 8-3-1 below.

© 2010

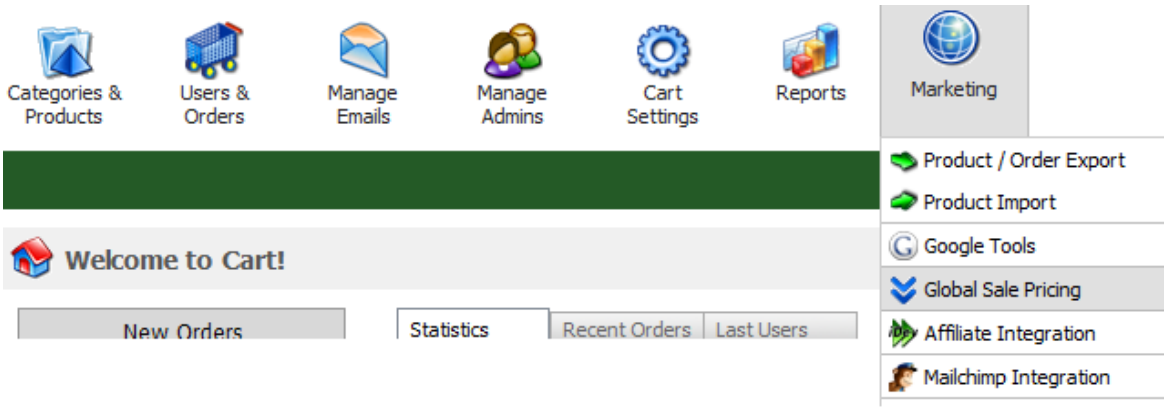


Figure 8-3-1: Sale Prices

Setup Sale Prices page will open, as shown in the Figure 8-3-2 279.

Note: You can also open the **Setup Sale Prices** page directly by clicking on **Sale Prices** link in the Admin Area Home page 9.

2. Under **Price Update Settings**, click on the radio button of the **Set New Sale Prices** and enter the discount price. You can also select from the drop down menu that the discount is in **%** or **$**.

Note: You can also delete all sale prices by clicking on the radio button of the **Remove All Sale Prices** and then clicking **Save Changes** button to remove all the sale prices. A confirmation pop up appears, click **OK** button.

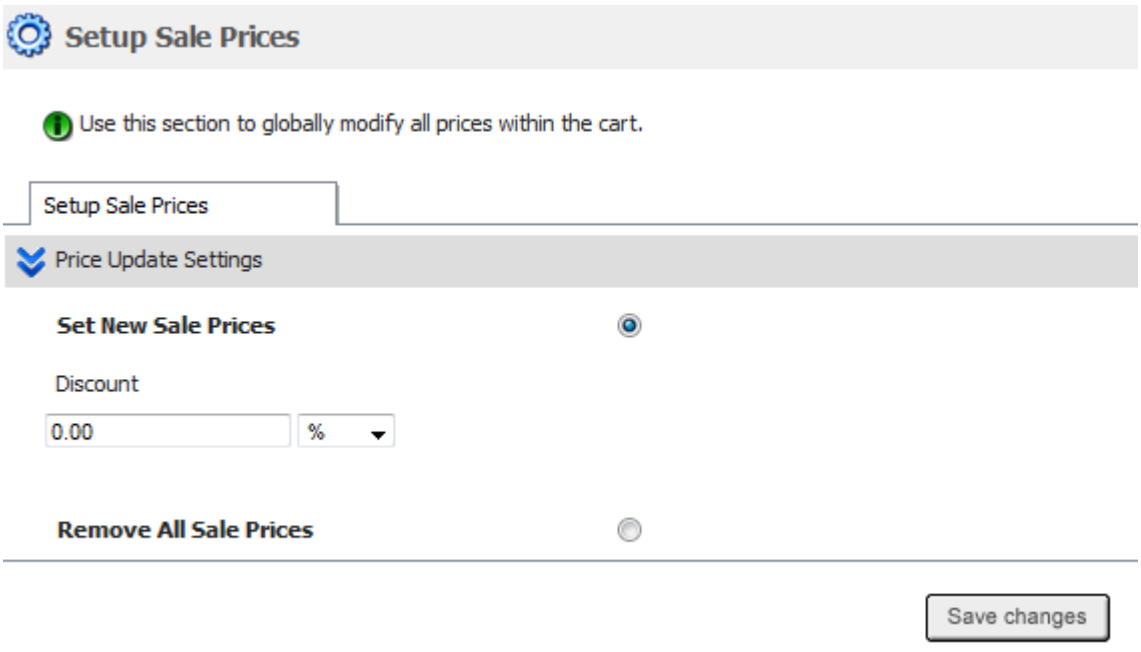


Figure 8-3-2: Setup Sale Prices

© 2010

3. Click **Save changes** button to save the details. You will get a confirmation message that the Sale Prices has been updated successfully.

8.5 Affiliate Integration

This section will allow you to integrate or put together the iDevAffiliate application.

To **integrate an DevAffiliate application**, follow the steps:

1. Click **Affiliate Integration**, as shown in the Figure 8-4-1 below.

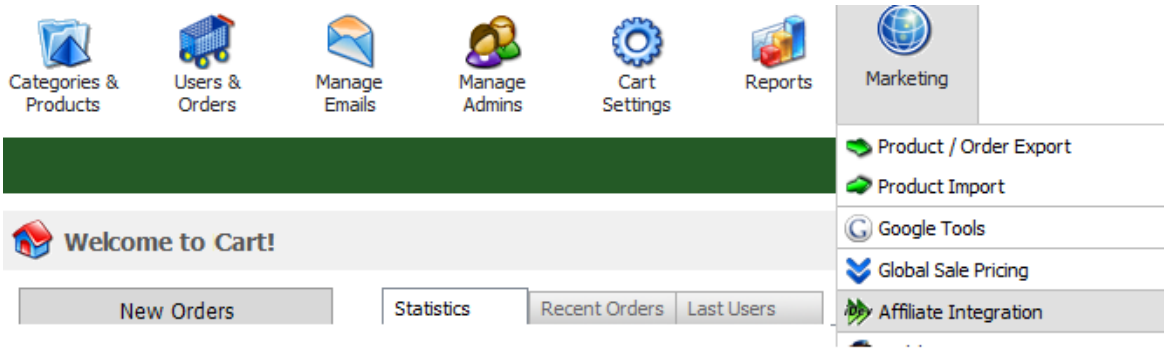


Figure 8-4-1: Affiliate App Integration

iDev Affiliate Integration page will open, as shown in the Figure 8-4-2 281.

Note: You can also open the **Affiliate Integration** page directly by clicking on **Affiliate Integration** link under **Cart Settings** or **Affiliate Integration** link under **Marketing** in the Admin Area Home page 9.

2. **Affiliate App Integration Settings:** Enter the following information, as shown in the Figure 8-4-2 281 below:
   a. **Do You Want to Enable Affiliate:** Select **Yes** from the drop down menu if you want to enable an Affiliate, otherwise select **No**.
   b. **Affiliate Installation URL:** Enter the Affiliate Installation URL.
   c. **Affiliate Username:** Enter the Affiliate username.
   d. **Affiliate Password:** Enter the Affiliate password.
   e. **Affiliate Link Text:** Enter the Affiliate Link Text.

© 2010

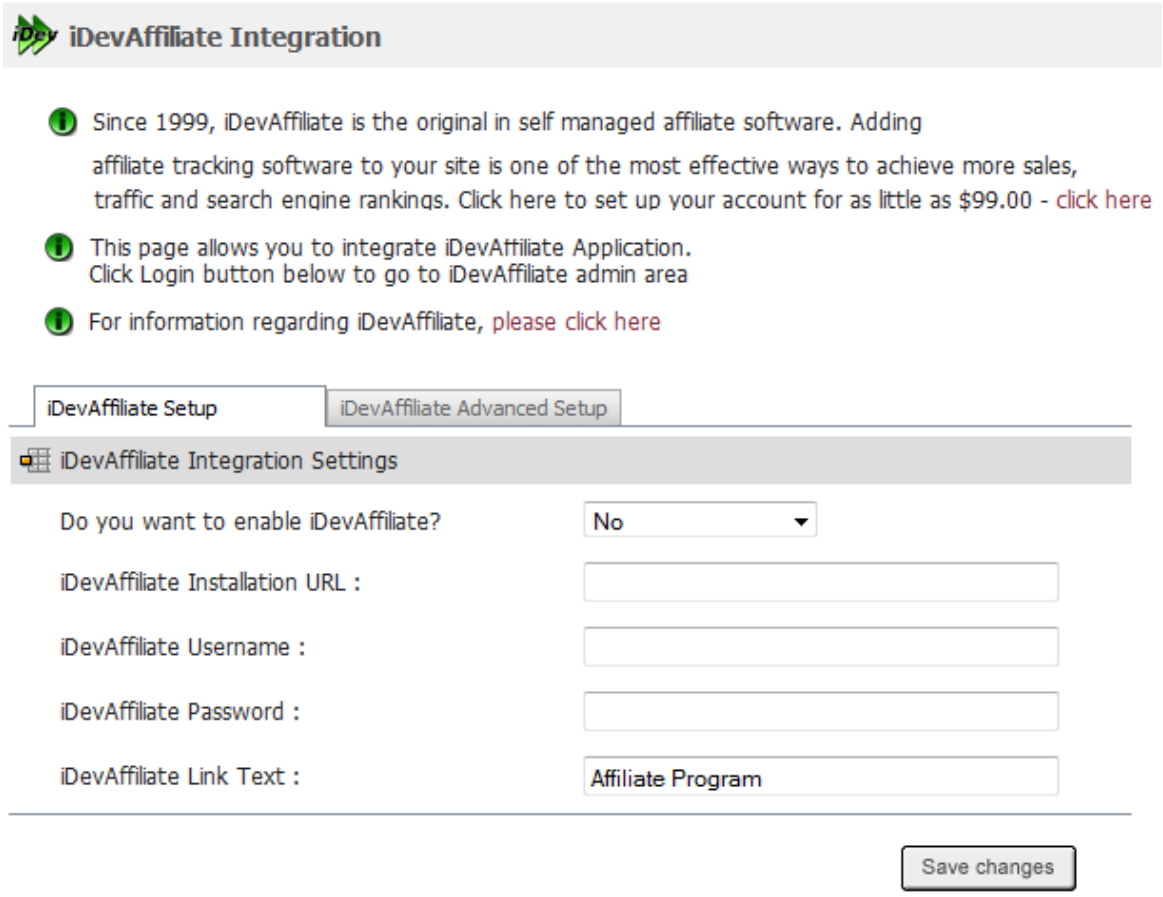

iDevAffiliate Integration
Since 1999, iDevAffiliate is the original in self managed affiliate software. Adding affiliate tracking software to your site is one of the most effective ways to achieve more sales, traffic and search engine rankings. Click here to set up your account for as little as $99.00 - click here
This page allows you to integrate iDevAffiliate Application.
Click Login button below to go to iDevAffiliate admin area
For information regarding iDevAffiliate, please click here
iDevAffiliate Setup
iDevAffiliate Advanced Setup
iDevAffiliate Integration Settings
Do you want to enable iDevAffiliate?
No
iDevAffiliate Installation URL :
iDevAffiliate Username :
iDevAffiliate Password :
iDevAffiliate Link Text :
Affiliate Program
Save changes

Figure 8-4-2: Affiliate App Integration Settings

3. Click **Save changes** button to save details about the **Affiliate Integration Settings**.

8.6 Mail chimp Integration

Mailchimp Integration

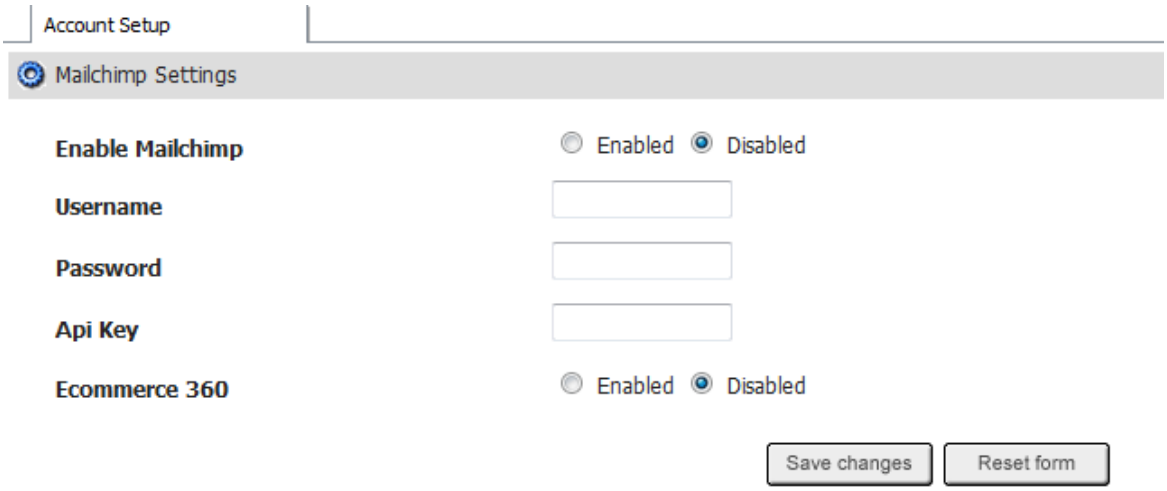
Once activated, your customers are automatically added to your newsletter lists in MailChimp.

Your list is synchronized to reflect “unsubscribe” and other actions generated by your storefront.

We’ve also added the tracking necessary for the MailChimp E-Commerce 360 Plugin. All conversion (sales) data will be passed back to MailChimp giving you a clear understanding of the effectiveness of your campaigns. This feature must be activated in both your cart and MailChimp or sales will not be tracked.

Geographic information is also passed to MailChimp allowing you to segment email campaigns by geographic location.

To set up an account with Mail Chimp, click here



Enable Mailchimp - This will allow you to select weather you want mailchimp active or not active.

Username - Your mailchimp username

Password - Your mailchimp Password

Api Key - Your mail chimp Api key

Ecommerce 360 - Weather you want the Ecommerce 360 feature enabled or not enabled on mailchimp.

© 2010

8.7 Webgility eCommerce Connector

Webgility eCommerce Connector

Webgility's eCommerce Connector saves you hours of work every day by automatically downloading orders from your online store. You can post orders into QuickBooks with a single mouse-click! Better yet, use eCC to synchronize your online store inventory with QuickBooks. eCC integrates with QuickBooks Merchant Service, Authorize.net and PayPal so you can process payments. eCC also helps you generate shipping labels with USPS, UPS WorldShip, Endicia Dazzle or Stamps.com.

- Your cart is already configured to work with Webgility's desktop software.
- For more information about Webgility, please click here

8.8 Drift Marketing Email Campaign

Drift Marketing Email Campaign

This tool will allow you to set up a campaign to target customer who abandon their cart and create an incentive to invite have them complete their order. You can designate the time when the email will be sent and the content for each email. The email below will display all the items in their cart with a link to their saved cart on your store.

IMPORTANT – This feature requires your store to have the cron job feature running.

Variable Information:

{$ItemsInCart} – List all items in cart

{$CartLink} – URL to saved cart

Adding a New Campaign 284

Edit an Existing Campaign 285

© 2010

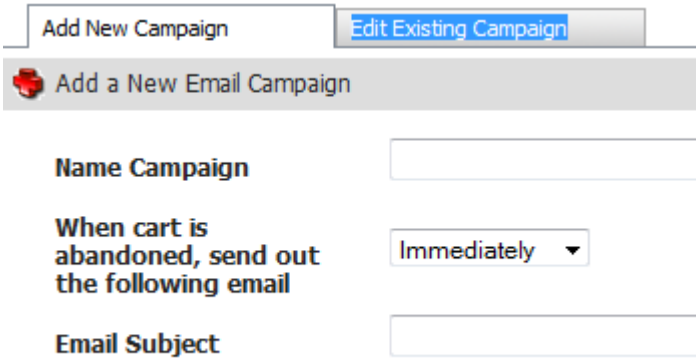
8.8.1 Adding a New Campaign

This tool will allow you to set up a campaign to target customer who abandon their cart and create an incentive to invite have them complete their order. You can designate the time when the email will be sent and the content for each email. The email below will display all the items in their cart with a link to their saved cart on your store.

Step 1. Give the campaign a name.

Step 2. When do you want the email to be sent to people, Immediately after they left the site, 15 minutes after they left, 30 minutes, 1 hour, 2 hours, etc.

Step 3. the subject line of the email that these customers would get for this email.



Step 4. Below is the area to edit the html version and below that the text version of this email.

**Please note, it is not advised you edit this area unless you have specific html knowledge to do so as doing so can bring undesired results.*

© 2010

Html Email Contents

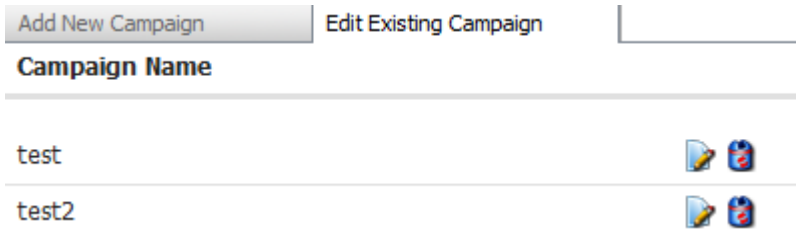
```
<div style="text-align: center">
    <div style="margin: auto; width: 600px; height: 800px; overflow: auto; border:
solid 1px #abababab">
        <h1>Company Name</h1>
        <hr />
        <div>
            <div>
                {$ItemsInCart}
            </div>
        </div>
        <div>
            <a href="{$CartLink}">Click here to go back to your cart</a>
        </div>
    </div>
</div>
```

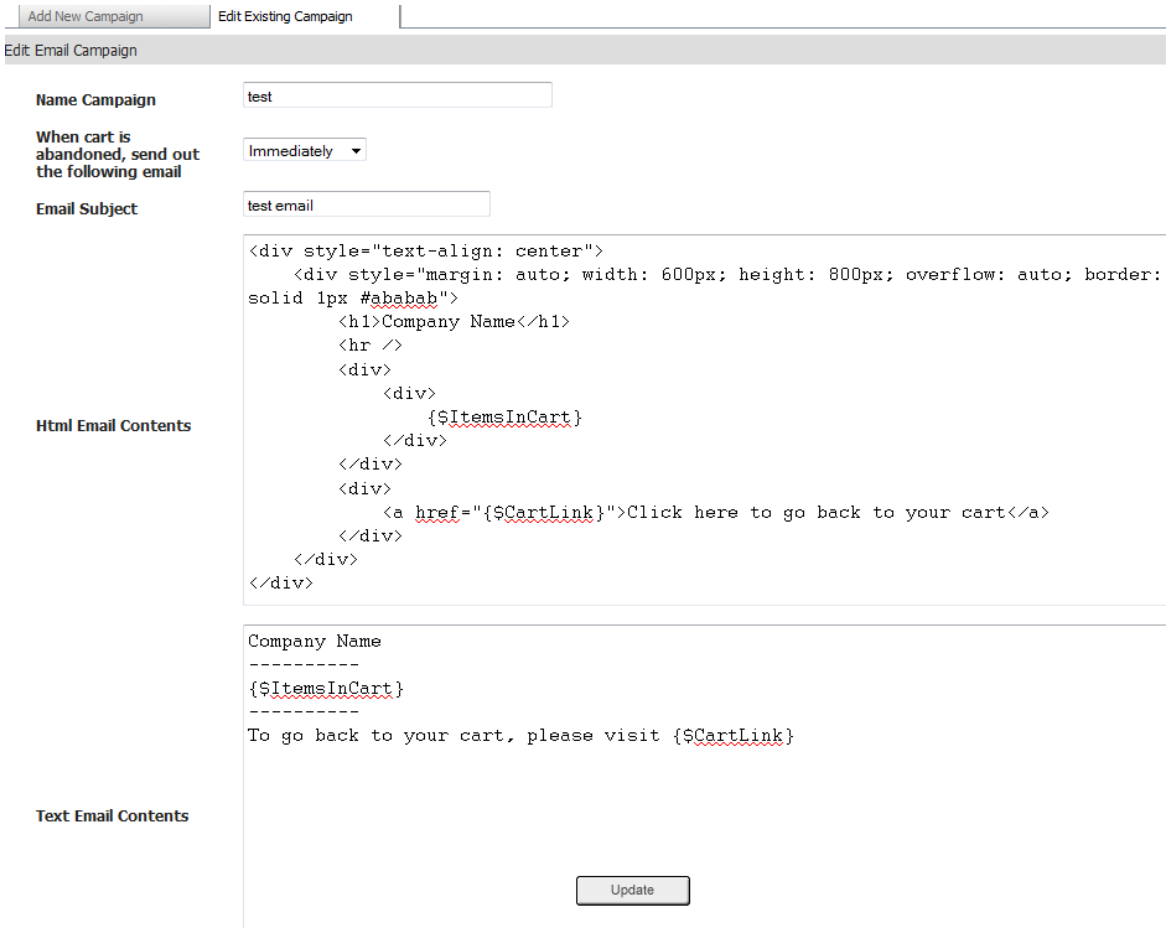
Text Email Contents

```
Company Name
----------
{$ItemsInCart}
----------
To go back to your cart, please visit {$CartLink}
```

Save changes | Reset form

8.8.2 Edit an Existing Campaign





8.9 Testimonials

This section allows you to setup the cart so users can write testimonials, admins can verify / accept them.

Your Testimonials 286

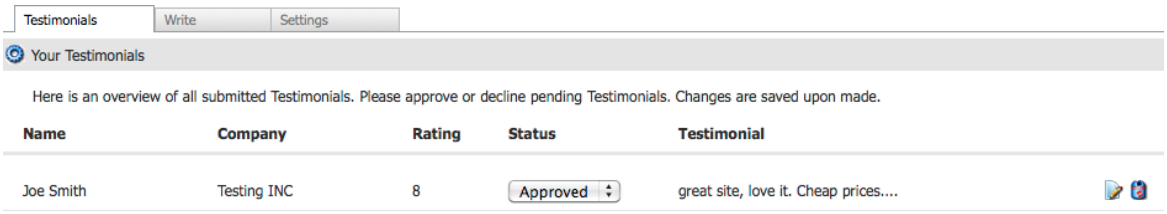
Write 287

Settings 287

8.9.1 Your Testimonials

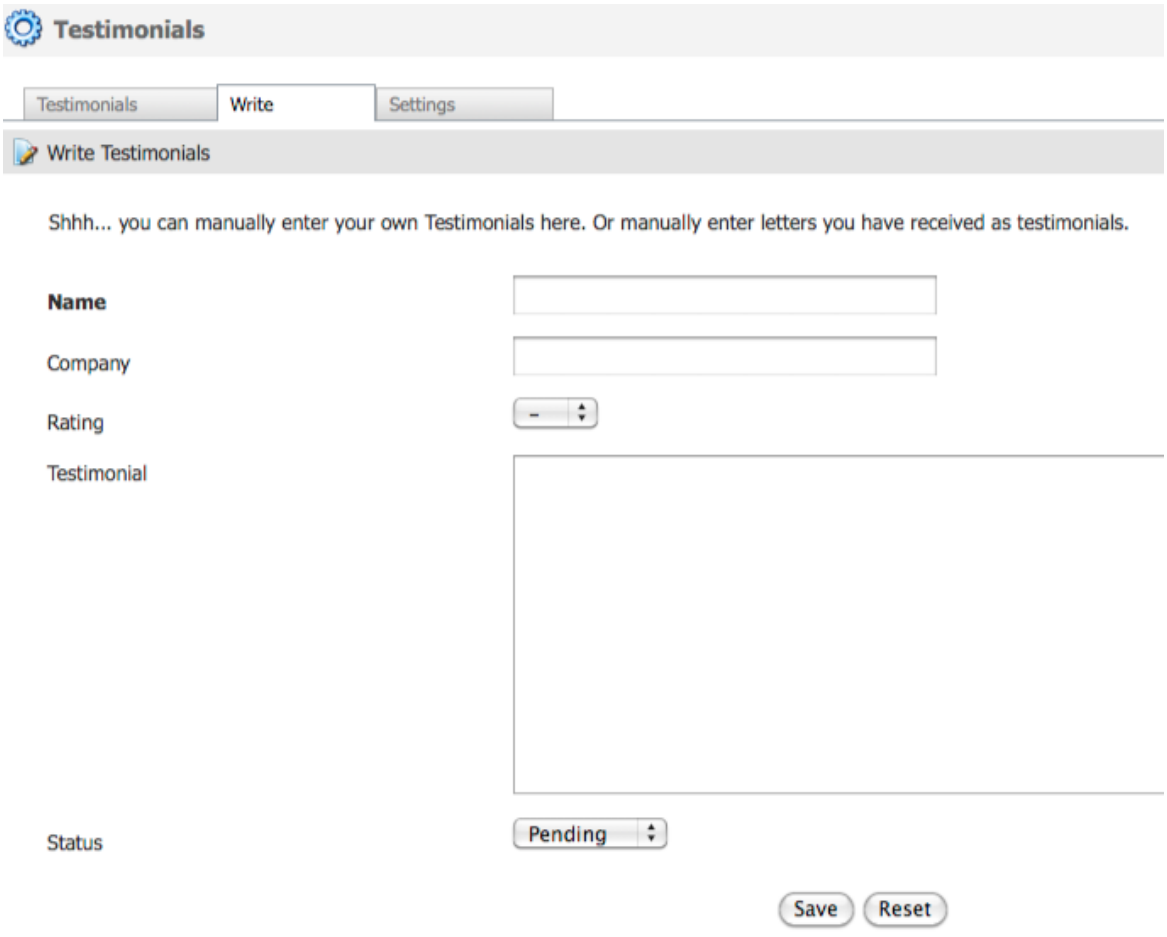
Here is an overview of all submitted Testimonials. Please approve or decline pending Testimonials. Changes are saved upon made. You can also delete or edit the currently posted testimonials here.

© 2010



8.9.2 Write

This section allows you as an admin to write your own testimonials if you would like. Just simply fill in the information below as asked on the screen.



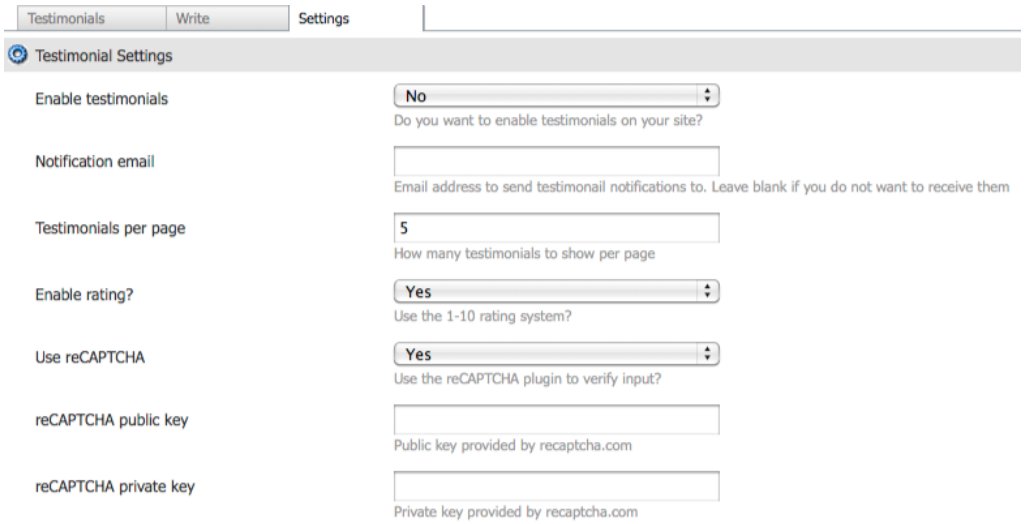
8.9.3 Settings

This section allows you to go thru and manage the various settings for how testimonials will be collected.

1. **Security Settings:** Enter the following information:

© 2010

a. **Enable testimonials:** Select 'Yes' To enable them or "NO' to leave them disabled.
b. **Notification email:** Email address to send testimonial notifications to. Leave blank if you do not want to receive them
c. **Testimonials per page:** How many testimonials to show per page
d. **Enable rating?:** Use the 1-10 rating system?
e. **Use reCAPTCHA:** Use the reCAPTCHA plugin to verify input?
f. **reCAPTCHA public key:** Public key provided by recaptcha.com
g. **reCAPTCHA private key:** Private key provided by recaptcha.com



© 2010

Index

- A -

Account 128
Account Access 128
Account Active 111
Account Blocking 128
Add 151
  New Attribute 36
  New Category 36
  New Product 36
  New Quantity Range 36
  Product Attribute 36
Add Attribute 61
Add Custom Currency 148
Add Custom Field 241
Add Forms Control 244
Add Product 58
Add Product Page 58
Add Secondary Image 34
Add Shipping Rates 209
Additional Fee 205
Admin Area Home 8
Administrator 113
Administrator Privileges 111
Administrator Profile 116
Advanced Wholesales Support 142
Affiliate App Integration 280
Affiliate Integration 280
Affiliate Link Text 280
Allow International Shipping 202
Allow Keywords Auto-Generation 139
Allow Shipping If No Available Methods 202
Allow Wholesale Case Pack 142
Allow Wholesale Inter Pack 142
Appearance Settings Overview 226
Archived Email Preview 91
Assign Existing Global Attributes 61
Assign Global 61
Assign Global Attribute 61
Assigning
  Global 22
Attribute Active For Products 58
Attribute Caption 22
Attribute Name 58
Attribute Parameters 58
Attribute Type 58
Attributes 25
Attributes Overview 22

- B -

Backup 249
Backup button
  create 249
Backup Your Cart 249
Backup Your Cart list 249
Backup/Restore 250
Backup/Restore Overview 248
Backup-tools 248
Bestsellers
  names 131
Bestsellers Box 131
Bestsellers Settings 131
Billing 241
Bottom Email Templates 95
Bounced Emails 108
Browse
  add 53
  upload 151
Browse Administrators
  clicking 113
Browse Orders
  clicking 77
Browse Subscriber Emails 99
Browse Users
  clicking 76
Bulk
  back 49
  clicking 53
  regarding 49
Bulk Images Loader 36
Bulk Products Loader 49
Bulk Update 58
Bulk Uploading Of Products 49
  back 36
  open 36

© 2010

- C -

Calculate 142
Calculation Method 209
Call For Price 12
Campaign Name 223
Cart 151
Cart Page 125
Cart Plug-ins 277
Cart Settings 8
Case Pack 142
Catalog
  enter 232
Catalog Best Sellers Available 131
Catalog Best Sellers Count 131
Catalog Best Sellers Period 131
Catalog Navigation Bar 232
Catalog Page 202
Catalog Page Views 232
Catalog Settings 232
Catalog Views
  select 232
Categories 36
Category 49
  Delete Account icon 43, 116
Category Description 36
Category Image 36
Category Key 36
Category Name 36
Category Properties 36
Category Root
  create 36
Category Visible 36
Charge Per-Order Handling Fee 202
Charts 254
Charts Page 254
Charts Type 254
Check Bounced Email Addresses 108
Clear Database 251
Clicking
  Browse Administrators 113
  Browse Orders 77
  Browse Users 76
  Bulk 53
  Create 58
  Default 93
  Global 58
  Import 101
  Manage 40
  OK button 226
  Recommended 63
  Remove Selected 65
  Reports 256
  Save 151
  Save Changes button 278
  Send 86
  Update Your Profile 116
Code
  Enter 148
Colors 237
Comma-separated emails 105
Common Page Information 237
Company 76
Company Address Line 121
Company City 121
Company Country 121
Company Fax 121
Company Information 137
Company Information Page 121
Company Name 137
Company Phone 121
Company Slogan 121
Company State 121
Company Website 121
Company Zip 121
Content Management Overview 237
Cookie Prefix 128
Country
  Select 216
Country List 145
Create 151
  Backup button 249
  Category Root 36
  New Product Family 36
  Product Families 36
Create Backup 249
Create Bulk 53
Create Language 151
Create New Global Products Attribute 36
Create Promo Codes 223
CSV file 49
Currency 148

Currency Decimal Symbol 147
Currency Overview 148
Currency Thousands Separating Symbol 147
Current Language 153
Current Page 125
Custom Calculation 209
Custom Field Properties 244
Custom Fields 244
Custom Fields Overview 241
Custom Method 209
Custom Shipping Costs Calculation Settings 212
Custom Shipping Method 212
Custom Shipping Rates 209
Custom Shipping Rates Add Confirmation 209

- D -

Data Download 277
Data Separator 49
Data Update Rule 49
Default 148
  clicking 93
Default Email Top 93
Default Emails Top & Bottom 93
Default Images 237
Default Priority 58
Default Products Category 36
Delete 226
  Delete File icon 246
  Existing Category 36
  Existing Product 36
  Global Products Attribute 36
  Product Attribute 36
  Quantity Range 36
  Recommended Product Family 36
  Secondary Image 36
Delete Backup 251
Delete Backup/Restore Page 251
Delete Currency 151
Delete Custom Field 245
Delete Custom Field icon 245
Delete Custom Method icon 212
Delete email 100
Delete email address 100
Delete Existing Global 62
Delete Existing Global Products Attribute 36
Delete File icon
  delete 246
Delete Language 155
Delete Manufacturers 46
Delete promo 226
Delete Promo Codes 226
Delete Realtime Method icon
  realtime 208
Delete subscriber's email 98
Delete Subscribers Email Addresses 100
Digital Produces 135
Digital Products 135
Disable Confirmation 201
Disable Realtime 201
Discounts 226
Discounts Level 142
Discounts Page 221
Display Shipping Prices 202
Display Shipping Weight 202

- E -

E-commerce 8
Edit 151
  Existing Category 36
  Existing Product 36
  Product Attribute 36
  Quantity Range 36
  Recommended Product Family 36
Edit Account icon 114
Edit Currency 150
Edit Custom Field 244
Edit Custom Fieldicon
  open Custom Field 244
Edit Custom Shipping Rates 211
Edit Discounts 221
Edit Existing Global 61
Edit Existing Global Products Attribute 36
Edit File icon
  edit 246
Edit HTML Online 95
Edit Language 153
Edit Messages 153
Edit pregenerated HTML 82
Edit Quantity Discounts 32
Edit realtime-shipping 212

© 2010

Edit Secondary Image 34
Edit Shipping Rates 211
Edit Site 8
Edit Site Headers 8
Edit Subscriber's Email 99
Edit Subscribers Email Addresses 99
Edit Taxes 216
Edit This Product 12
Edit Top 95
Email 95
  Remove Email From Archive icon 91
E-mail 99
Email Address 86
Email Archive 91
Email button 86
Email list 108
Email Notification 95
Email Notification Page 95
Email Properties 86
Email Template 95
Emails 95
E-mails 120
Emails Address
  Subscribers 105
Emails Archive 91
Emails Top 95
Enable
  promo 224
Enable Cookies 237
Enable iDevAffiliate 280
Enable Promo Codes 224
Enable Shipping 202
Enable/add 157
Enable/Add Gateway 157
Enable/disable 49
Enable/Disable Shipping Calculation 202
Enter
  Catalog 232
  Checkbox 241
  Code 148
  Drop-Down 241
  FedEx Account Number 212
  FedEx Meter 212
  iDevAffiliate 280
  iDevAffiliate Installation URL 280
  iDevAffiliate username 280
  Language Code 151
  Meta Description 139
  Meta Keywords 139
  Page 139
  POP3 Server Port 143
  Username 8
  website 124
  zip/postal 202
Existing
  Global 62
Existing Administrator Account 114
Existing Category
  Delete 36
  Edit 36
Existing Product 19
  Delete 36
  Edit 36
Export
  ClickContinue button 105
  Continue button 277
  copy/paste 105
Export marketing 248
Export QuickBooks button 79
Export Subscriber Email Addresses 105
Export Subscriber Email Addresses Page 105
Export Subscribers Emails 105
Export User Email Addresses 103
Export User Email Addresses Page 103
Export Users Emails 103

- F -

Fed-Ex 212
FedEx Account Number 212
FedEx Gateway Settings 212
Fed-Ex Gateway Settings 212
FedEx Meter 212
FedEx Meter Number 212
Fee
  Handling 202
Footer 8
Forms Control 241

- G -

Gateway 156
Generate FedEx Meter Number 212

Generate FedEx Meter Number Page 212
Generate Flat HTML URLs 139
Generate Thumbnails button 55
Getting
Started Overview 8
Gift Card Active 134
Gift Card Message Length 134
Gift Message 134
Gift Message Page 134
Global 135
assigning 22
existing 62
Global Attributes 58
Global Http Url 124
Global Https Url 124
Global Notification Email 124
Global Product Attributes 62
Global Product Attributes Settings 36
Global Products Attribute Overview 36
Global Server Path 124
Global Site Name 124
Global Site Settings 124
Global Site Settings Page 124
Global Support Email 124
Google 272
Google Base 272
Google Base Data Feed 272
Google Base Data Feed Export 272
Google Site Map Export 277
Google Site Maps 277
Google Sitemap 277
Google sitemaps 277
Graphical Representation 254

- H -

Handling
Fee 202
Handling Fee Taxable 202
Hide
product's 12
Home Page 8
Hot Deal 12
Hot Deal products 12
HTML Email 95
HTML-enriched 36

- I -

IDev Affiliate Integration 280
IDev Affiliate Password 280
IDev Affiliate Username 280
IDevAffiliate 280
IDevAffiliate application
integrate 280
IDevAffiliate Installation URL 280
IDevAffiliate Integration 280
IDevAffiliate Integration Settings 280
IDevAffiliate username 280
Image settings 232
Images Loader 53
Import 101
Import Email Addresses 101
Inter Pack 142
Inter Pack Settings 142
Inventory Control 12
Inventory Tracking
product 12
Invoice 202

- L -

Language 151
Language Code 151
Language Confirmation Page 151
Language Name 151
Language Overview 151
Language settings 153
Languages and Currencies 147
Last Name 76
Launch File Manager 246
Layout 237
Local Settings 147
Local Settings Overview 147
Local Settings Page 147
Login 108
Login Page 8
Logo Alignment 137
Logo Image 43

© 2010

- M -

Manage
clicking 40
Manage Admins 111
Manage Categories 40
Manage Categories Overview 36
Manage Emails Overview 82
Manage Products 22
Manage Products Overview 12
Manage Subscriber Email Addresses 98
Manage Subscribers Email Addresses Overview 98
Manage Subscribers Emails 98
Manufacturer ID 43
Manufacturer Name 43
Manufacturers 43
Manufacturers Settings 46
Marketing 280
Meta Description 139
Meta Keywords 120

- N -

Name 86
Bestsellers 131
New Account 111
New Administrator Account 113
New Attribute 58
Add 36
New Category 40
Add 36
New Currency 148
New Custom Field 241
New Custom Shipping Method 209
New File 246
New File Into This Folder
upload 246
New Global 58
New Language Template 151
New Manufacturer 43
New Page 237
New Product 28
Add 36
New Product Family 63
Create 36
New Promo Code 223
New Quantity Range 31
Add 36
New Rates Range 211
New realtime 205
New Realtime Shipping Method 205
New Secondary Image 33
Upload 36
News 151
Newsletter Email 82
Newsletter email sending 82
Newsletter Email Wizard 82
Newsletters Subscribers 98
Notification Email Type 95
Notification Emails 95

- O -

Online HTML Editor 95
Open Clear Database 251
Open Custom Field
Edit Custom Fieldicon 244
Open Data Export 248
Open Files Manager 246
Open Google Site Map Export 277
Open Stone Edge Order Manager Settings 262
Open Your Administrator Profile 116
Order Details 77
Order Details Page 77
Order ID 77
Order Manager 262
Order Pages 128
Order Settings Overview 156
Order status 77
Order Timeout 128
Order/Cart Settings 125
Order/Cart Settings Page 125
Origin
Shipping 202

- P -

Page HTML 237
Page Title 237
Pages Number 232

© 2010

Password 262
Password Confirmation 111
PayPal Express Checkout 157
PayPal Pro 157
Phone 137
Phone Number 76
POP3 email 143
POP3 email account 143
POP3 Server 143
POP3 Server Name 143
POP3 Server Password 143
POP3 Server Port 143
POP3 Server Username 143
Popup 250
Preview Email icon 91
Price 49
  Shipping 12
Print Invoice Height 137
Printable Invoice Settings 137
Printable Invoice Settings Page 137
Priority 205
Product 12
  Bulk Uploading 36
  Inventory Tracking 12
  Recommend Family 36
  Secondary Images 19
Product Attribute 25
  Add 36
  Delete 36
  Edit 36
Product Attributes Overview 57
Product Available 12
Product Categories 49
Product Description 272
Product Email Wizard 86
Product Family 65
  Recommended Products 62
Product Family Properties 65
Product ID 49
Product Info 19
Product Layout 86
Product level 142
Product Name 49
Product On 12
Product Page 135
Product Page Image Type 232
Product Page Settings 232
Product Promotions 29
Product Quantity 29
Product Secondary Images 34
Product shipping 202
Product Shipping Price 202
Product Update 36
Product Updates Email 86
Product Updates Email Wizard 86
Product's
  hide 12
Product's Image Uploading 12
Products Active 135
Products Are Available For Sale 49
Products Are Not Available For Sale 49
Products Availability 49
Products Download Limit 135
Products List 29
Products Loader 49
Products-Catalog 120
Promo
  enable 224
  make 223
Promo Code
  Select 226

- Q -

Quantity Discounts 32
Quantity Discounts Overview 31
Quantity Range 32
  Delete 36
  Edit 36
Quick Books 79
Quick Books Page 79
Quick Overview 12

- R -

Realtime Calculation 205
Realtime Shipping Add Confirmation 205
Realtime Shipping Costs Calculation Settings 208
Realtime Shipping Method 208
Recommended Family 28
Recommended Product View 232
Recommended Products 65

© 2010

Recommended Products 65
Product Families 62
Recommended Products Families 65
Delete 36
Edit 36
Recommended Products Families Overview 62
Remove Email From Archive icon
email 91
Remove Selected 65
Replace Catalog With Alternative Navigation 232
Reports 256
Restore Backup 250

- S -

Sale Prices 278
enter 36
Save
clicking 151
Save Confirmation 135
Search Engine 120
Search Engine Settings 139
Search Engines Settings Page 139
Search Orders 77
Search products button 19
Search Results 19
Search Subscribers Base 98
Search Subscribers Email Addresses 98
Search Users 76
Secondary Categories 36
Secondary Images 34
product 19
select 12
Secondary Images Overview 33
Security Account Blocking 128
Security Account Blocking Attempts 128
Security Account Blocking Hours 128
Security Admin Time Out 128
Security Cookies Prefix 128
Security Display Clean Payment Page 128
Security Mode 128
Security Order Cookie Timeout 128
Security Settings 128
Security User Cookie Timeout 128
Select Complete 128
Select Drop-Down Box 58
Select Global 121
Select Orders Date Range
Set 79
Select Report Date Range 256
Select Reports Page 256
Sent Emails Archive 91
Server URL 212
Set Enable Stone Edge Order Manager Export 262
Set New Sale Prices 278
Settings 151
Uploading 36
Settings Overview 120
Settings Page 128
Shipping 241
Label 202
Origin 202
Price 12
Shipping Label Text 202
Shipping Management 205
Shipping Method 205
Shipping Settings 205
Shipping Taxable 216
Shipping Text 202
Site Administrator 113
Site Local Settings 151
Site Name 124
Site Page 237
Site Text Pages 237
Sort order 232
Standard Fields
control 241
Standard Shipping 12
Start Date 223
Started Overview
Getting 8
Statistics Overview 254
Status 77
Stock 12
Stone Edge Order Manager 262
Stone Edge Order Manager Settings 262
Subscriber Email Address 99
Subscriber's 98
Subscribers
Emails Address 105
Subscribers' emails 82
Subscribers' list 103

© 2010

- T -

Taxes 216
Test Email 86
Test Email Address 86
Text Email 86
Text Email Top 82
Text Input 58
Text Input Attribute Parameters 36
Text Length 22
Thumbnail Generator 55
  clicking 36
  open 36
Thumbnail Image Type 232
Track Inventory 12
Transaction Central 157

- U -

Unassign 28
Unchecked 241
Under Promo Codes 224
Under Quantity Discounts 32
Under Search Orders 77
Under Search Users 76
UnderExport Subscriber Email Addresses 105
Update Administrator Profile 116
Update Language 153
Update status button 77
Update Your Profile 116
Updates Date Range 86
Updates Email Wizard 86
Updates Subscribers 98
UPS 202
UPS Container 212
UPS Gateway Settings 212
UPS Rate Chart 212
URL 277
URL Transformation 120
Use Global Discounts 221
User Details 76
User Details Page 76
User Name 76
User Session Timeout 128
USPS Configuration 212
USPS Gateway Settings 212
USPS realtime 202
USPS Realtime Configuration 212
USPS Server URL 212
USPS Web Tools User ID 212

- W -

Wholesale Case Pack 142
Wholesale Global Discounts 142
Wholesale Inter Pack 142
Wholesale Settings 142

- Y -

Your Backups 250
Your Cart 49
Your Cart login 272
Your Packaging 212

- Z -

ZIP/Postal Code 202

© 2010

Endnotes 2... (after index)

© 2010

Back Cover